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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 5, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

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Present: Commissioner Haile
Commissioner Lee
Commissioner Salomon
Commissioner Texidor del Portillo (Items Missed, Part I Calendar 3,4,5,
7,8A,10 and all of Part II)

Excused: Commissioner Powell
Commissioner Haile presided

MINUTES: Regular Meeting of December 15, 1980.

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1269-80 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 2)

July 21, 1980: Sever Contracts Numbers 30, 31 and 32. Off
Calendar.

August 4, 1980: Recalendar Contracts Numbers 30, 31 and 32 on
August 18, 1980.

August 18, 1980: Off calendar pending completion of classification
Study.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

Action: 1. Approve Contracts Numbers 31 and 32 pending creation
of new class and conduct of examination. If eligibles
available before June 30, 1981, the contracts shall
cease. In no case shall the contracts be extended be-
yond June 30, 1981. Notify the offices of the Controller
and the Purchaser.

2. Approve Contract Number 30. Notify the offices of the
Controller and the Purchaser.

1498-80 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
270-80	Social Services	Michael Howe, Ph.D.
December 15, 1980:	Contract Number 270-80 over to the meeting of January 5, 1981.	

Action: Approve. Notify the offices of the Controller and the Purchaser.

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ITEM NO.

CLASSIFICATION AND PAY: (cont)

1508-80

Survey of one vacant position in the San Francisco Water Department.
(Calendar Item No. a)

Action: Adopt staff report.

1. Delete one vacant position in Class 2708 Custodian (Sch. 33.1 \$477B575, 1037M1251).
2. Reallocate the above position to Class 1478 Senior Water Service Clerk (Sch. 35.2 \$526B634, 1144M1379).
3. Amend Annual Salary Ordinance Section 47/00/00/32001 to reflect this action.

This reallocation will result in a cost of \$59.00 bi-weekly at the maximum rate.

1509-80

Classification of six new positions in the Health Service System.
(Calendar Item No. b)

Action: Adopt staff report.

1. Classify six positions as requested in the following Classes:

1-1424 Clerk Typist (Sch. 30.5 \$424B510)
1-1402 Junior Clerk (Sch. 25.7 \$341B409)
3-1630 Account Clerk (Sch. 31.2 \$438B526)
1-1650 Accountant (Sch. 36.0 \$546B658)
2. Amend the Annual Salary Ordinance accordingly.

1525-80

Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol.
(Calendar Item No. 3)

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in the classifications designated and for the period indicated in the staff report.

1528-80

Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 4)

- Action:
1. Contracts Numbers 272, 279, 285, and 295 over to the meeting of January 19, 1981.
 2. Approve Contracts Numbers 273 through 278, 280 through 284, 286 through 294 and 296. Notify the offices of the Controller and the Purchaser.

1529-80

Salary Standardization, Fiscal Year 1981-82. (Calendar Item No. 5)

Action: Adopt staff report.

1. Post for two weeks, forward to the Board of Supervisors.
2. Authorize the General Manager, Personnel and the staff to correct clerical errors brought to their attention.
3. Authorize the General Manager, Personnel and the staff to correct any salary or salary recommendations that have been omitted by inadvertence or that provide compensation schedules or rates different from those intended by the Civil Service Commission.

ITEM NO.IN-SERVICE ACTIVITIES:

2576-80

Status Report: Senior Management Service. (Calendar Item No. 6)

December 15, 1980: Over to the meeting of January 5, 1981.

Action: Over to the meeting of January 19, 1981.

2681-80

Departmental Affirmative Action Plans of: Electricity, Municipal Court and the San Francisco Unified School District. (Calendar Item No. c)

Action: Adopt Departmental Affirmative Action Plans for Electricity, Municipal Court and the San Francisco Unified School District.

2853-80

Review of Employment Record of Pauline Zaharchuk to determine future employability. (Calendar Item No. 7)

Action: Adopt staff report. Require that Ms. Zaharchuk acquire one year of satisfactory employment outside the City and County service and that future employment be subject to review and approval of the General Manager, Personnel.

2887-80

Reconsideration for the purpose of clarifying the role of Personnel Department Staff, Civil Service Commission, in the requisitioning process for a position in the Public Utilities Commission, San Francisco Municipal Railway. (Commissioners Lee, Powell and Salomon) (Calendar Item No. 8)

Action: The Commission adopted a resolution amending its action of November 17, 1980 in the appeal from Filberto Moreno finding that there was no discrimination on the part of the Civil Service Commission or its staff.

2891-80

Request for appointment above the entrance rate for various employee. (Calendar Item No. d)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Dave Henricks 7430 Assistant Electronic Maintenance Technician	S.F. Municipal Railway	2
Nora Lindahl 2930 Psychiatric Social Worker	Public Health S.F. General Hospital	4
Prabhu J. Patel 5202 Junior Civil Engineer	Public Utilities Commission Utilities Engineering Bureau	3

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

2892-80

Request for approval to effect an Internal Transfer of Funds, Civil Service Commission. (Calendar Item No. e)

Action: In accordance with Charter Section 6.205, approve request of the General Manager, Personnel to transfer \$650.00 from "Other Current Services" to "Purchase of Equipment" for the purchase of filing cabinets.

2896-80

Special Report: Appointment of Raymond Johnson as a Class 9163 Transit Operator. (Calendar Item No. 8A)

Action: No action taken.

ITEM NO.

MISCELLANEOUS:

3043-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. f)

Oral Authorization Numbers: 0721-0781 5050-5209

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40227-80 Q-2 Police Officer: Special Report. (Vandy Phillips, Jr.) (Calendar Item No. 9)

Action: Over to the meeting of January 19, 1981.

40230-80 H-2 Firefighter: Special Report. (Calendar Item No. 10)

Action: 1. Grant appeals of Thomas F. Feeney and Albert J. Ten Briggencate.

2. Deny appeal of Gerard T. Rawson.

REGULAR MEETING - PART II

JANUARY 5, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Alvin Black, 2586 Health Worker II, 19/E-1, Department of Public Health, San Francisco General Hospital Medical Center, 06/02/80. (Calendar Item No. 25) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Carol Blackwood, 2320 Registered Nurse, 13/E-471, Department of Public Health, San Francisco General Hospital Medical Center, 12/01/80. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Crystal Blair, Q-2 Police Officer, 192/E-91, San Francisco Police Department, 12/16/80. (Future employability Only) (Calendar Item No. 15) (4)

Action: No restriction on future employment.

Billy Booker, 1402 Junior Clerk, CETA, Civil Service Commission, Administrative Services, 12/23/80. (Calendar Item No. 17) (1)

Action: Approve. No restriction on future employment.

Albert Boswell, 2969 Assistant Director, 2/P-2, Department of Social Services, 08/14/80. (Calendar Item No. 11) (5)

October 20, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

Action: Over to the meeting of January 19, 1981. Both parties to exchange written summaries of testimony of witnesses by 12 noon on January 12, 1981 and to simultaneously submit 7 copies of each summary to the Civil Service Commission.

Neal Butler, 9163 Transit Operator, 76/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/03/80. (Calendar Item No. 13) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

Action: Return name to Holdover Roster. One more chance to establish a satisfactory work record.

Reconsideration of Civil Service Commission action of November 6, 1980: Therese Carroll, Q-2 Police Officer, 225/E-91, San Francisco Police Department, 09/23/80. (Commissioners Lee, Powell, Salomon and Texidor delPortillo) (Calendar Item No.19) (3)

October 20, 1980: Over to the next meeting.

November 6, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: 1. Rescind action of November 6, 1980.
2. Approve Automatic Resignation. No restriction on future employment.

Reconsideration of Civil Service Commission action of November 6, 1980: George E. Christian, 7395 Ornamental Iron Worker, 11/E-3, San Francisco Port Commission, 10/03/80. (Commissioners Lee, Powell, Salomon and Texidor delPortillo) (Calendar Item No.14) (4)

October 20, 1980: Over to the next meeting.

November 6, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Port Commission.

Action: 1. Rescind action of November 6, 1980.
2. Return name to list. Not to be employed again by the San Francisco Port Commission.

Orange Daniels, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital Medical Center, 11/07/80. (Calendar Item No. 27) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Herman E. Fox, Q-2 Police Officer, 223/E-91, San Francisco Police Department, 12/10/80. (Future Employability Only) (Calendar Item No. 16) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Arthur L. Johnson, 9910 Senior Escort, CETA, San Francisco Police Department, Senior Escort, 12/02/80. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Donald Lewis, 2709 School Custodian, 127-5/E-52, San Francisco Unified School District, 10/30/80. (Calendar Item No. 22) (6)

Action: Approve. Grant request to return name to Holdover Roster. Eligible for temporary employment only until demonstrates satisfactory progress in a rehabilitation program for at least 6-months and approval of the General Manager, Personnel. Holdover Roster for Class 2709 may be used as a "Near List" for temporary appointment in Class 2708.

Joseph Lopes, 2708 Custodian, 89/E-58, San Francisco Unified School District, 10/21/80. (Calendar Item No. 12) (4)

November 6, 1980: Over to the meeting of November 17, 1980. Request that the Superintendent of Schools reconsider decision.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

Action: The San Francisco Unified School District has rescinded its termination of Mr. Lopes and accepted his resignation with services certified as unsatisfactory. The Commission in its review of the resignation granted Mr. Lopes request to return his name to the Holdover Roster. Not to be employed again by the San Francisco Unified School District.

Jennifer Major, 1424 Clerk Typist, 216/E-181, Department of Social Services, 04/05/79. (Calendar Item No. 23) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Robin L. Russell, 2320 Registered Nurse, 2/E-558, Department of Public Health, San Francisco General Hospital Medical Center, 08/30/80. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Maria Santana, 1630 Account Clerk, LT, Department of Public Health, San Francisco General Hospital Medical Center, 10/21/80. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Judyth Smith, 9910 Jail Screener Technician, CETA, Sheriff's Department,
Prisoner Services, 10/28/80. (Calendar Item No. 18) (1)

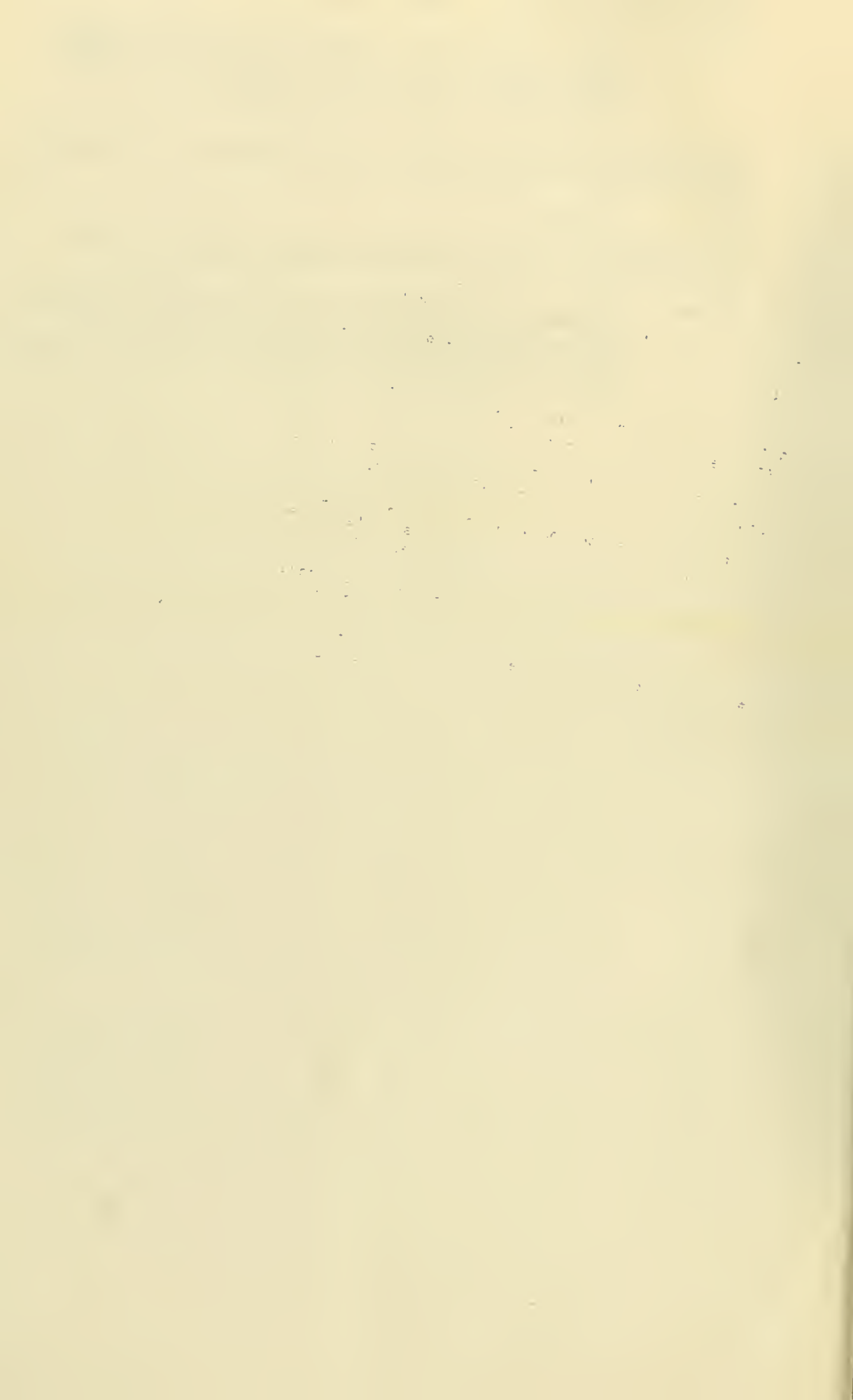
Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Sheriff's Department.

Portland Washington, 2585 Health Worker I, CETA, Department of Public Health,
San Francisco General Hospital Medical Center, 12/08/80. (Calendar Item No. 20)
(3)

Action: Off Calendar.

Burnist Westbrook, 9163 Transit Operator, V21/E-103, Public Utilities Com-
mission, San Francisco Municipal Railway, 12/08/80. (Calendar Item No. 30)
(7)

Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year's work
experience outside the City and County service. Not to be employed
again by the Public Utilities Commission.



SAN FRANCISCO CIVIL SERVICE COMMISSION

Allen Haile
Louis Hop Lee
Genevieve Powell
Darrell J. Salomon
Carlota Texidor del Portillo

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

Calendar - January 1981

MONDAY, JANUARY 19, 1981

1:30 P.M.

Room 282
City Hall

DOCUMENTS DEPT.

JAN 19 1981

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ITEM NO.

CLASSIFICATION AND PAY:

1033-81

Discussion of policy and procedures - personal services contracts.

Action: No action taken. Meeting cancelled.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 19, 1981

PART I - 2:00 P.M.

DOCUMENTS BY

JAN 26 1981

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Present: Commissioner Lee
Commissioner Salomon
Commissioner Texidor delPortillo
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee presided

MINUTES: Regular Meeting of January 5, 1981 (As Amended)

Action: Approve.

SPECIAL ORDER OF BUSINESS:

Commissioner Salomon introduced a proposed amendment to the Civil Service Commission Rules adding new Rule 37 - Personal Services Contracts. The proposal was referred to the Committee on Charter and Rules Revision for public hearing.

ITEM NO. CLASSIFICATION AND PAY:

1004-81 Request to utilize the Staff Assistant, Special Project Series to staff the Bureau of Energy Conservation's Start Up Program, Public Utilities Commission. (Calendar Item No. 2)

Action: Adopt staff report. Approve utilization of Classes 9740 Staff Assistant IV, Special Project (\$883 BW) and 9748 Staff Assistant VIII, Special Project (\$1486 BW) to staff the Bureau of Energy Conservation for a one year period.

1009-81 Classification survey of positions in various City Departments. (Calendar Item No. a)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS & RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
Airport Dept. 27	1	5280C Planner III, Transportation Sch. 45.4 \$850B1027	5289 Transit Planner III Sch. 45.4 \$850B 1027
	1	7219 Maintenance Estimator and Scheduler Sch. 42.2 \$731B882	Same
Municipal RR Dept. 35	1	1855 Senior Control Clerk, EDP Sch. 34.8 \$517B622	Same
	1	1844 Senior Management Assistant Sch. 44.4 \$810B979	Same
Public Utilities Dept. 40	1	1446 Senior Clerk Stenographer Sch. 33.5 \$487B586	Same
Public Utilities Dept. 40	1	1844 Senior Management Assistant Sch. 44.4 \$810B979	Same

ITEM NO. CLASSIFICATION AND PAY: (cont)

<u>1009-81</u> <u>(CONT)</u>	<u>DEPARTMENT</u>	<u>NO.</u> <u>POS.</u>	<u>BUDGETED</u> <u>CLASS & RATE</u>	<u>RECOMMENDED</u> <u>CLASSIFICATION</u>
	Rec & Park Dept. 42	2	3410 Assistant Gardener Sch. 37.3X \$580B769	Same
	S.F.Community College Dept. 14	1	1424 Clerk Typist Sch. 30.5 \$424B510	Same
		1	7441 Toolroom Mechanic and Custodian Sch. 32.3 \$460B554	Same
		1	1872 Programmer Analyst Sch. 41.9 \$721B870	Same
		1	1404 Clerk Sch. 29.7 \$409B491	Same
	Sheriff Dept. 06	1	3402 Farmer Sch. 35.3 \$529B638	3416 Gardener Sch. 39.3 \$638B769

Action: Adopt staff report. **Advise** the San Francisco Community College District to amend its Annual Salary Resolution and that the Annual Salary Ordinance of the respective City departments be amended accordingly.

1010-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
297-81	Public Health	Bay Area Addiction, Research and Treatment, Inc.
298-81	Public Health	Chesley Herbert, M.D.
299-81	Public Health	Conard House, Inc.
300-81	Public Health	Pacific Medical Center
301-81	Public Health	John Adams Community College
302-81	Public Health	Westside Community Mental Health Center, Inc.
303-81	Mayor's Office	State of California Employment Development Department
304-81	Retirement System	Ellisch Computer Associates
305-81	S.F. Port Commission	Trade Information Planning Systems
306-81	S.F. Port Commission	University of San Francisco
307-81	Art Commission	Roger Fleck, Inc.
308-81	Public Works	TEI Consultants

<u>ITEM NO.</u>	<u>CLASSIFICATION AND PAY: (cont)</u>		
	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1010-81 (CONT)	309-81	Controller	Computer Sciences Corporation
	Action: Approve. Notify the offices of the Controller and the Purchaser.		
1012-81	Request from the Director of Public Works to utilize the Staff Assistant, Special Project Series for a position in the Clean Water Program. (Calendar Item No. 4)		
	Action: Adopt staff report. Approve utilization of Class 9754 Staff Assistant XI, Special Project to employ a Government and Public Affairs Specialist for the Clean Water Program.		
1528-80	Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 1)		
	January 5, 1981:	<ol style="list-style-type: none">1. Contract Numbers 272, 279, 285 and 295 over to the meeting of January 19, 1981.2. Approve Contract Numbers 273 through 278, 280 through 284, 286 through 294 and 296. Notify the offices of the Controller and the Purchaser.	
	Action:	<ol style="list-style-type: none">1. Contract Number 285-80 over to the meeting of February 2, 1981.2. Approve Contract Numbers 272, 279 and 295. Notify the offices of the Controller and the Purchaser.	
1530-80	Discussion regarding temporary requisitions for the San Francisco Municipal Railway reorganization plan. (Calendar Item No. 5)		
	Action: Over to the meeting of February 2, 1981.		
1535-80	Retitling of and amendment to the class specifications for Classes 4266 Chief of Technical Services and 4263 Assistant Chief of Technical Services. (Calendar Item No. b)		
	Action: Adopt staff report.		
		<ol style="list-style-type: none">1. Retitle 4266 Chief of Technical Services, Assessor's Office to 4212 Chief, Technical and Assessment Services and amend the specification as recommended in the staff report.2. Retitle Class 4263 Assistant Chief, Technical Services to 4210 Assistant Chief, Technical and Assessment Services and amend the specification as recommended in the staff report.3. Abolish Classes 4207 Director of Assessment Services and 4280 Administrative Assistant to the Assessor.4. Advise the department to amend its budget accordingly.	

ITEM NO.IN-SERVICE ACTIVITIES:

2015-81 Request for appointment above the entrance rate for various employees.
(Calendar Item No. c)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Mary Ann Haines 8176 Trial Attorney	Public Defender	2
Ernest H. Llorente 8176 Trial Attorney	Public Defender	5
Martin Neduchal 1872 Programmer Analyst	S.F. Unified School District	2
Dennis Bouey 1180 Executive Assistant to the Chief Administrative Officer	Chief Administrative Office	5

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

2576-80 Status Report: Senior Management Service. (Calendar Item No. 6)

December 15, 1980: Over to the meeting of January 5, 1981.

January 5, 1981: Over to the meeting of January 19, 1981.

Action: Off calendar. Schedule special meeting upon receipt of City Attorney's opinion which has previously been requested by staff.

MISCELLANEOUS:

3000-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. d)

Oral Authorization Numbers: 0001-0035 0782-0800
5210-5289

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40227-80 Q-2 Police Officer: Special Report. (Vandy Phillips, Jr.) (Calendar Item No. 7)

January 5, 1981: Over to the meeting of January 19, 1981.

Action: Over to the meeting of February 2, 1981.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 19, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Albert Boswell, 2969 Assistant Director, Social Services Program, 2/P-2, Department of Social Services, 08/14/80. (Calendar Item No. 8) (5)

October 20, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

January 5, 1981: Over to the meeting of January 19, 1981.
Both parties to exchange written summaries of testimony of witnesses by 12 Noon on January 12, 1981 and to simultaneously submit 7 copies of each summary to the Civil Service Commission

Action: Over to the meeting of February 2, 1981. Both parties to exchange additional written submissions by 12 Noon on January 26, 1981 and to simultaneously submit 7 copies of each summary to the Civil Service Commission.

Josephine Franklin, 1424 Clerk Typist, 23/E-194, San Francisco Unified School District, 11/28/80. (Calendar Item No. 15) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Otis A. Green, 9163 Transit Operator, 853/E-112, Public Utilities Commission, San Francisco Municipal Railway, 09/28/79. (Calendar Item No. 9) (4)

Action: Dismiss from the Service. No future employment in Class 9163 Transit Operator.

Robert E. Johnson, 9163 Transit Operator, 1176/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/01/80. (Calendar Item No. 10) (4)

Action: Over to the meeting of February 2, 1981.

Ruth Mary Jordan, 2302 Orderly, 6/E-252, Department of Public Health, San Francisco General Hospital Medical Center, 12/16/80. (Calendar Item No. 12) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Terri S. Koblin, 2320 Registered Nurse, 2/E-564, Department of Public Health, San Francisco General Hospital Medical Center, 10/23/80. (Calendar Item No. 13) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Donald Phillips, 9163 Transit Operator, 606/E-112, Public Utilities Commission, San Francisco Municipal Railway, 01/02/81. (Calendar Item No. 11) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Ramon George Quintana, 9910 Public Service Trainee, CETA, Department of Public Works, 12/18/80. (Calendar Item No. 16) (1)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Dolores Thomas, 1424 Clerk Typist, 27/E-5, Department of Public Health, San Francisco General Hospital Medical Center, 12/03/80. (Calendar Item No. 14) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

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2/3/81

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DOCUMENTS DEPT.

REGULAR MEETING - PART I

FEB 26 1981

FEBRUARY 18, 1981

SAN FRANCISCO
PUBLIC LIBRARY

PART I - 2:00 P.M.

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Salomon (Items Missed, Approval of Minutes and Consent Calendar)
Commissioner Texidor del Portillo
Commissioner Haile presided

MINUTES: Regular Meeting of February 2, 1981

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1057-81 Classification survey of positions in various City Department. (Calendar Item No. a)

<u>DEPARTMENT</u>	<u>NO. OF POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
Airport Dept. 27	1	A306 Planner III \$769-929 BW	5280C Planner III Sch. 45.4 \$850-1027 BW
	1	5238 Associate Electrical Engineer Sch. 47.9 \$956-1158 BW	Same
	1	5256 Mechanical Engineer Sch. 50.9 \$1104-1336 BW	Same
Port Dept. 39	1	5240 Electrical Engineer Sch. 50.9 \$1104-1336 BW	Same
	1	5256 Mechanical Engineer Sch. 50.9 \$1104-1336 BW	Same
Public Utilities Dept. 40	1	1842 Management Assistant Sch. 40.9 \$688-830 BW	Same
	2	1446 Senior Clerk Stenographer Sch. 33.5 \$487-586 BW	Same
Public Works Dept. 90	1	5256 Mechanical Engineer Sch. 50.9 \$1104-1336 BW	6334 Chief Building Inspector Sch. 49.9 \$1052-1273 BW

Action: Adopt staff report. Amend Salary Ordinance of the respective City departments accordingly.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1058-81 From the Board of Supervisors: Communication requesting that the Civil Service Commission not submit the update of the Salary Survey for Fiscal Year 1981-82. (Calendar Item No. 1)

Action: Over to the meeting of March 2, 1981 in Executive Session at 5:30 P.M.

1060-81 Subjects arising out of Salary Standardization for 1981-82, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by departments and employee organizations in meet and confer sessions. (Calendar Item No. 2)

Action: 1. Adopt staff report; Notify and forward to the Board of Supervisors.
2. Staff to prepare a report for the March 2, 1981 meeting relative to the differential in pay between department heads and immediate subordinates.

1061-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
322-81	Public Works	Towill, Inc.
323-81	Public Works	Norgaard & Clark, Inc.
324-81	Public Works	Milton F. Johnson & Clifford E. Anderson, Architects
325-81	Public Works	Jacobs Associates
326-81	Public Health	Walden House, Inc.
327-81	Public Health	University of California, Berkeley
328-81	Public Health	Carolyn Mohr, Ph.D.
329-81	Adult Probation	Robert E. Wall
330-81	S.F. Port Commission	Towell, Inc.
331-81	Social Services	Communications Institute - San Francisco
332-81	Mayor's Office	Gail Goldman

Action: Approve. Notify the offices of the Controller and the Purchaser.

1062-81 Classification of one new 1844 Senior Management Assistant position authorized in the 1980-81 budget for the San Francisco Municipal Railway. (Calendar Item No. 5)

Action: Over to the meeting of March 2, 1981.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1530-80 Discussion regarding temporary requisitions for the San Francisco Municipal Railway reorganization plan. (Calendar Item No. 3)

January 19, 1981: Over to the meeting of February 2, 1981.

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Off calendar.

IN-SERVICE ACTIVITIES:

2005-81 From the Human Rights Commission: Recommended City Policy prohibiting Sexual Harassment. (Calendar Item No. 6)

Action: Refer to the Standing Committee on Affirmative Action.

2013-81 Departmental Affirmative Action Plans of: Mayor's Office of Employment and Training, Public Health and Public Utilities. (Calendar Item No. 7)

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Adopt Departmental Affirmative Action Plans for Mayor's Office of Employment and Training, Public Health and Public Utilities.

2090-81 Request for appointments above the entrance rate for appointees and employees in Class 2340 Operating Room Nurse. (Calendar Item No. b)

Action: Approve appointments in Step 3 of the compensation schedule for permanent appointees and Step 3 adjustments for current permanent employees who are at a lesser step, with advancement to Step 4 following one year of service at Step 3; effective as of date of Commission action.

2091-81 Request for appointment above the entrance rate for Dean Macris, Class 5116 Director of Planning. (Calendar Item No. c)

Action: Approve appointment of Dean Macris, Class 5116 Director of Planning, City Planning at Step 4, pending the Controller's certification that funds are available.

2092-81 Policy and procedures for the review of Judicial Records. (Calendar Item No. 8)

Action: Proposed policy and procedures submitted for Commission action at the meeting of March 2, 1981.

2093-81 Budget request, Civil Service Commission, Fiscal Year 1981-82. (Calendar Item No. 9)

Action: Adopt staff report. Approve and forward to the Office of the Mayor.

2094-81 Proposal regarding Senior Management Service. (Calendar Item No. 9A)

Action: Over to the meeting of March 2, 1981.

ITEM NO. IN-SERVICE ACTIVITIES: (cont)

2575-80 Rescission of Civil Service Commission action of October 6, 1980 amending
Civil Service Commission Rule 4, Section 4.01. (Calendar Item No. d)

September 22, 1980: Post for adoption at the next meeting.

October 6, 1980: Adopt (Changed meeting time from 2:00 P.M. to 1:00 P.M.)

Action: Rescind Civil Service Commission action of October 6, 1980.

MISCELLANEOUS:

3003-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. e)

Oral Authorization Numbers:

0121-0160	5425-5502
6000-6004	7003-7005

Action: Approve.

RECRUITMENT AND EXAMINATION:

40017-81 Q-2 Police Officer: Special Report. (Calendar Item No. 10)

Action: Sustain rejection of Raul E. Fonseca.

GENERAL MANAGER'S REPORT:

The following matters were submitted for Commission review and action on March 2, 1981:

1. Policy and procedures for review of Judicial Records.
2. Staff report on A and B Benchmarks for Salary Standardization Fiscal Year 1981-82.
3. Proposal for contracting of certain promotional examinations in the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 18, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Joseph Alfafara, 9163 Transit Operator, 1480/E-112, Public Utilities Commission, San Francisco Municipal Railway, 01/21/81. (Calendar Item No. 17) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Maureen Blanchard, 1424 Clerk Typist, 94/E-201, Department of Social Services, 01/15/81. (Calendar Item No. 22) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Albert Boswell, 2969 Assistant Director, Social Services Program, 2/P-2, Department of Social Services, 08/14/80. (Calendar Item No. 11) (5)

October 20, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

December 15, 1980: Over to the meeting of January 5, 1981.

January 5, 1981: Over to the meeting of January 19, 1981. Both parties to exchange written summaries of testimony of witnesses by 12 Noon on January 12, 1981 and to simultaneously submit 7 copies of each summary to the Civil Service Commission.

January 19, 1981: Over to the meeting of February 2, 1981. Both parties to exchange additional written submissions by 12 Noon on January 26, 1981 and to simultaneously submit 7 copies of each summary to the Civil Service Commission.

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Reinstate to position in the class from which promoted.

Claude Boutte, 2709 School Custodian, LT, San Francisco Unified School District, 01/30/81. (Calendar Item No. 24) (1)

February 2, 1981: Over to the meeting of February 18, 1981.
Request that the Superintendent of Schools reconsider termination.

Action: Disapprove. Reinstate to position without back pay.

Tom Busby Jr., 9163 Transit Operator, 1406/E-112, Public Utilities Commission, San Francisco Municipal Railway, 09/19/80. (Calendar Item No. 18) (6)

February 2, 1981: Over to the meeting of February 18, 1981.
Request that the General Manager of Public Utilities reconsider denial of request to reinstate to a position in former class of 9102 Transit Car Cleaner.

Action: Off calendar.

Kenneth Carpenter, 9163 Transit Operator, 1119/E-112, Public Utilities Commission, San Francisco Municipal Railway, 01/21/81. (Calendar Item No. 16) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Joseph Duncan, 9163 Transit Operator, 187/E-107, Public Utilities Commission, San Francisco Municipal Railway, 01/23/81. (Calendar Item No. 30) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Wilfred Y. Fong, 5250 Junior Mechanical Engineer, 4/E-28, Public Utilities Commission, Bureau of Engineering, 01/29/81. (Calendar Item No. 13) (4)

Action: Return name to list.

Marcus A. Franklin, 8202 Security Guard, CETA, San Francisco Public Library, Administrative Services, 01/23/81. (Calendar Item No. 25) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Public Library.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 26) (1)

Action: Over to the meeting of March 2, 1981.

Cynthia Johnson, 1424 Clerk Typist, LT, San Francisco Police Department, 01/31/81. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Robert E. Johnson, 9163 Transit Operator, 1176/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/01/80. (Calendar Item No. 14) (4)

January 19, 1981: Over to the meeting of February 2, 1981.

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Cassandra Lewis, 1446 Senior Clerk Stenographer, LT, Mayor's Office of Community Development, Public Services, 01/20/81. (Calendar Item No. 23) (3)

Action: Off calendar.

Reconsideration of Civil Service Commission action of December 15, 1980: Lester Lewis, 2726 School Custodian Assistant Supervisor, 26/P-6, San Francisco Community College District, 12/02/80. (Commissioners Lee, Salomon and Texidor del Portillo). (Vote of 4 to 0; Commissioner Salomon excused with the consent of the other Commissioners). (Calendar Item No. 12) (5)

December 15, 1980: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Reinstate to a position in the class from which promoted.

James Mayfield, 9163 Transit Operator, 686/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/02/81. (Calendar Item No. 29) (7)

Action: Over to the meeting of March 16, 1981.

Joseph G. Michalsky, Q-2 Police Officer, 100/E-92, San Francisco Police Department, 01/19/81. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Johnnie B. Moore, 1426 Senior Clerk Typist, 23/E-111, Department of Social Services, 01/06/81. (Calendar Item No. 19) (6)

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Future employment subject to review and approval of the General Manager, Personnel and medical clearance by a designated Commission physician.

Paul W. Moulton, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital Medical Center, 01/23/81. (Calendar Item No. 27) (1)

Action: Off calendar.

Margaret Nunes, 1426 Senior Clerk Typist, LT, Public Utilities Commission, San Francisco Water Department, 01/27/81. (Calendar Item No. 28) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Robert J. Robinson, 9163 Transit Operator, 1357/E-112, Public Utilities Commission, San Francisco Municipal Railway, 01/09/81. (Calendar Item No. 15) (4)

February 2, 1981: Over to the meeting of February 18, 1981.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. No future employment as a transit operator.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 2, 1981

PART I - 1:00 P.M.

DOCUMENTS DEPT.

MAR 5 1981

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PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee (Items Missed, Consent Calendar (except C), Items 1-9 of Regular Calendar)
Commissioner Powell (Items Missed, Part II, Items 18-21 of Regular Calendar)
Commissioner Salomon (Items Missed, Consent Calendar, Items 1-9A of Regular Calendar)
Commissioner Texidor del Portillo
Commissioner Haile presided

MINUTES: Regular Meeting of February 18, 1981

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1058-81 From the Board of Supervisors: Communication requesting that the Civil Service Commission not to submit the update of the Salary Survey Fiscal Year 1981-82. (Calendar Item No. 21)

February 18, 1981: Over to the meeting of March 2, 1981 in Executive Session at 5:30 P.M.

Action: Over to the Special Meeting of March 12, 1981.

1062-81 Classification of one new 1844 Senior Management Assistant position authorized in the 1980-81 budget for the San Francisco Municipal Railway. (Calendar Item No. 1)

February 18, 1981: Over to the meeting of March 2, 1981.

Action: Over to the meeting of March 16, 1981.

1075-81 Inclusion of BASSC Craft Construction Salary Survey in Salary Standardization; Salary Standardization recommendations for 1981-82 for the pertinent classifications based thereon. (Calendar Item No. 20)

Action: Over to the Special Meeting of March 12, 1981.

1082-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
333-81	Public Works	Woodward-Clyde Consultants
334-81	Public Works	Dames and Moore, Soils Consultants
335-81	Public Works	CHNMB Associates
336-81	Public Works	William B. McCormick, FAIA, Architect
337-81	Public Works	General Electric Information Service Co.
338-81	Public Works	Kennedy/Jenks Engineer

ITEM NO. CLASSIFICATION AND PAY: (cont)

1082-81 (CONT)	<u>NAME</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
339-81		Public Works	Environmental Science Associates
340-81		Controller	To be determined
341-81		City Planning	Martin Gellen
342-81		Human Rights Commission	Mid-Peninsula Urban Coalition
343-81		Chief Administrative Officer	IT Envirosience
344-81		Public Health	S.F.U.S.D.
345-81		Public Health	Bayview Hunters Point Foundation for Community Improvement, Inc.
346-81		Public Health	Centro de Cambio, Inc.
347-81		Mayor's Office	Ann Miyoshi
348-81		Mayor's Office	Keyser Marston Associates, Inc.
349-81		Public Utilities Commission	Urban Transportation Development Corporation, Ltd.
350-81		Public Utilities Commission	Waldense C. Nixon, M.D.
351-81		Social Services	San Francisco Independent Living Project
352-81		Social Services	California League for the Handicapped
353-81		Social Services	Catholic Social Services
354-81		Public Health	Robert Poolman

Action: Approve. Notify the offices of the Controller and the Purchaser.

1086-81 Classification of three positions, San Francisco Unified School District.
(Calendar Item No. 3)

Action: Adopt staff report as amended.

1. Establish Class 1809 Administrative Assistant to the Superintendent of Schools (\$1062.00, flat B/W, Z, 1980-81)
2. Assign the new class to benchmark 1840 for Salary Standardization for 1981-82.
3. Allocate to Class 1809 the three positions depicted in Contract Request Numbers 30-80, 31-80 and 32-80 effective on July 1, 1981.
4. Advise the San Francisco Unified School District to amend its annual salary resolution accordingly effective July 1, 1981 and to issue the appropriate personnel requisitions in the new classes effective July 1, 1981 in accordance with Civil Service Commission action of January 5, 1981.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1087-81 Report on salary comparisons of specified classes as requested at the meeting of February 18, 1981. (Calendar Item No. 18)

Action: Over to the Special Meeting of March 12, 1981.

1088-81 Staff report on A and B Benchmarks for Salary Standardization, Fiscal Year 1981-82. (Calendar Item No. 19)

February 18, 1981: Report submitted on February 18, 1981 for review at the meeting of March 2, 1981.

Action: Off calendar.

1089-81 CETA Program Classifications. (Calendar Item No. 3A)

Action: Off calendar.

IN-SERVICE ACTIVITIES:

2013-81 Departmental Affirmative Action Plans of: Fine Arts Museums, Recreation and Parks, Sheriff, Social Services, Tax Collector and Treasurer. (Calendar Item No. 5)

Action: 1. Sever Affirmative Action Plan of the Department of Social Services over to the meeting of March 16, 1981.

 2. Adopt Departmental Affirmative Action Plans for: Fine Arts Museums, Recreation and Parks, Sheriff, Tax Collector and Treasurer.

2092-81 Policy and procedures for the review of Judicial Records. (Calendar Item No. 4)

February 18, 1981: Proposed policy and procedures submitted on February 18, 1981 for Commission action at the meeting of March 2, 1981.

Action: Over to the meeting of March 16, 1981.

2094-81 Proposal regarding Senior Management Service. (Calendar Item No. 10)

February 18, 1981: Over to the meeting of March 2, 1981.

Action: Adopt proposal; forward to the Board of Supervisors.

2098-81 Request for appointment above the entrance rate for Class 9240 Airport Electrician. (Calendar Item No. a)

Action: Adopt staff report. Approve appointments at Step 5 of the compensation schedule for new permanent appointees and Step 5 adjustments for current permanent employees in Class 9240 Airport Electrician, effective as of the adoption date of this report, pending the Controller's certification that funds are available.

2127-81 Proposed Amendment to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.02 - Seniority - Defined, adding Subsection g. (Calendar Item No. 6)

Action: Post for adoption at the meeting of March 16, 1981.

AMENDED

ITEM NO.	IN-SERVICE ACTIVITIES:
	(cont)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Noel Marcovecchio 8176 Trial Attorney	Public Defender	4
Lesley Stansfield 6270 Residential Environmental Inspectors	Public Works	5

MISCELLANEOUS:

T-00143	Airports Commission	January 14, 1981	1446 Senior Clerk Stenographer
TX-07373	Public Health	July 1, 1980	2593 Health Program Coordinator III

RECRUITMENT AND EXAMINATIONS:

ITEM NO. RECRUITMENT AND EXAMINATIONS:

40036-81 Proposed Personal Services Contract to provide Employee Selection Services.
 (Calendar Item No. 9A)

Action: Approve. forward to the offices of the Controller and the Purchaser.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 2, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Charles Coleman, 7381 Automotive Mechanic, V29/E-3, Public Utilities Commission, San Francisco Municipal Railway, 01/24/79. (Calendar Item No. 15) (3)

Action: Reinstatement to a position in the class in the Public Utilities Commission subject to a probationary period with all the terms and conditions of the probationary period as prescribed by Charter Section 8.340 and Civil Service Commission Rule 16.

Christopher J. Davis, 9330 Pile Worker, LT, San Francisco Port Commission, Maintenance Bureau, 02/02/81. (Calendar Item No. 16) (3)

Action: Deny appeal. Approve Automatic Resignation.

(Recalendar by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 05/03/80. (Calendar Item No. 14) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

Action: Over to the meeting of March 16, 1981.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 11) (1)

February 18, 1981: Over to the meeting of March 2, 1981.

Action: Over to the meeting of March 16, 1981.

Thomas O. McCloskey III, Q-2 Police Officer, 60/E-92, San Francisco Police Department, Support Services Bureau, 02/04/81. (Calendar Item No. 13) (4)

Action: Over to the meeting of March 16, 1981.

Juanita A. Stockwell, Q-2 Police Officer, 317/E-91, San Francisco Police Department, Communications Division, 02/05/81. (Calendar Item No. 12) (4)

Action: Over to the meeting of March 16, 1981.

Stephen C. Stone, 9163 Transit Operator, V-3/E-108, Public Utilities Commission, San Francisco Municipal Railway, 06/14/79. (Calendar Item No. 17) (7)

August 6, 1979: Over to the meeting of September 17, 1979.

September 17, 1979: Over to the meeting of October 2, 1979.

October 2, 1979: Off calendar. To be recalendared to determine future employability. Mr. Stone to notify Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

Action: Off calendar. To be recalendared to determine future employability. Mr. Stone to notify Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

The Civil Service Commission adjourned its meeting of March 2, 1981 in memory of Supervisor Ella Hill Hutch.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING

MARCH 12, 1981

5:00 P.M.

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

101 GROVE STREET, THIRD FLOOR

Present: Commissioner Haile
Commissioner Lee
Commissioner Salomon
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Haile presided.

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MAR 25 1981

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ITEM NO. CLASSIFICATION AND PAY:

- 1058-81 From the Board of Supervisors: Communication requesting that the Civil Service Commission not submit the update of the Salary Survey Fiscal Year 1981-82. (Calendar Item No. 3)
- February 18, 1981: Over to the meeting of March 2, 1981 in Executive Session at 5:30 P.M.
- March 2, 1981: Over to the Special Meeting of March 12, 1981.
- Action: Off calendar.
- 1075-81 Inclusion of BASSC Craft Construction Salary Survey in Salary Standardization; Salary Standardization recommendations for 1981-82 for the pertinent classifications based thereon. (Calendar Item No. 2)
- March 2, 1981: Over to the Special Meeting of March 12, 1981.
- Action: Adopt staff report; forward to the Board of Supervisors.
- 1087-81 Report on salary comparison of specified classes as requested at the meeting of February 18, 1981. (Calendar Item No. 1)
- March 2, 1981: Over to the Special Meeting of March 12, 1981.
- Action: Adjust salary for Class 1168 Director, Health Care Services to Schedule 66.6 and amend Salary Standardization Survey up-date, 1981-82.
- 1089-81 CETA Program Classification. (Calendar Item No. 4)
- March 2, 1981: Off calendar.
- Action: Adopt staff report.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1108-81 Requests for Adjustments, 'Salary Standardization 1981-82. (Calendar Item No. 5)

Action: 1. Amend staff report.

- a) Staff to survey Class 3658 Medical Librarian in other salary survey jurisdictions to ascertain if internal adjustment is required for Salary Standardization, Fiscal Year 1982-83.
 - b) Grant 3.0 step internal adjustment to Class 9252 Airport Maintenance Superintendent.
 - c) Grant 5% internal adjustment to Class 6126 Director, Bureau of Environmental Health Services and Class 6127 Assistant Director, Bureau of Environmental Health Services
 - d) Grant 5% internal adjustment to Classes 8112 Assistant Court Clerk, 8115 Assistant Supervising Court Clerk, B152 Court Room Clerk, B160 Law Clerk and B164 Senior Law Clerk.
 - e) Reinstitute benchmark class of 1466 Meter Reader for Salary Standardization, Fiscal Year 1982-83.
 - f) Grant further internal adjustment to Class 2786 General Services Manager to Schedule 48.7 and internal adjustment to Class 2785 Assistant General Services Manager to maintain salary spread from Class 2786 General Services Manager.
 - g) Staff to investigate allegations of misassignments of employees in the Storekeeper series at the San Francisco Unified School District and to report back in one month.
2. Adopt balance of staff report. Deny other requests for adjustments.

1109-81 Addendum to Report Number 1060-81 Salary Standardization Fiscal Year 1981-82. (Calendar Item No. 6)

Action: Adopt staff report; deem the rates in the addendum report as part of Report No. 1060-81 approved February 18, 1981 by reference thereto; forward to the Board of Supervisor.

1120-81 Salary Standardization Survey Up-Date, 1981-82. (Calendar Item No. 3A)

Action: Staff authorized to sever recommendations for the benchmark Classes 2426 Radiologic Technologist II, 2708 Custodian and 2312 Licensed Vocational Nurse until Monday, March 16. Approve 5% increase for Custodian benchmark. Adopt balance of staff report; forward to the Board of Supervisors.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 16, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

MAR 25 1981

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PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee
Commissioner Salomon (Items Missed, All of Part II)
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Haile presided

MINUTES: Regular Meeting of March 2, 1981

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1062-81 Classification of one new 1844 Senior Management Assistant position authorized in the 1980-81 budget for the San Francisco Municipal Railway. (Calendar Item No. 1)

February 18, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

Action: 1. Deny staff report.
2. Allocate position budgeted in Class 1844 Senior Management Assistant (Sch. 44.4 \$810B979) to Class 1823 Senior Administrative Analyst (Sch. 46.9 \$912B1104)
3. Amend Annual Salary Ordinance accordingly. (Vote of 3 to 1: Commissioner Salomon dissenting)

1101-81 Requests from various departments for the suspension of the provisions of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" Symbol. (Calendar Item No. 2)

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated in the staff report as corrected for the period indicated.

1111-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
355-81	Public Works	Ed Sue, AIA Associates
356-81	Public Works	Everett P. Brandon
357-81	Adult Probation Department	Not determined at present
358-81	Social Services	Selma Fraiberg
359-81	Social Services	Ruth Goldman/Frederic Burk Foundation
360-81	Public Utilities Commission	Crocker National Bank
361-81	Airports Commission	P. Lieb & Associates

ITEM NO. CLASSIFICATION AND PAY; (cont)

<u>1111-81</u> <u>(CONT)</u>	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	362-81	Commission on Aging	OMI Community Association
	363-81	Commission on Aging	San Francisco YMCA
	364-81	Commission on Aging	S.F. Council of Churches
	365-81	Commission on Aging	Pleasure Endeavors
	366-81	Commission on Aging	Family Service Agency
	367-81	Commission on Aging	Bayview Crispus Attucks Club
	368-81	Commission on Aging	S.F. Home Health Services
	369-81	Commission on Aging	Mission Neighborhood Center
	370-81	Commission on Aging	Russian American Community Services
	371-81	Commission on Aging	S.F. Suicide Prevention, Inc.
	372-81	Commission on Aging	Senior Resources
	373-81	Commission on Aging	Legal Assistance to the Elderly
	374-81	Commission on Aging	Bayview Hunter's Point Senior Center
	375-81	Commission on Aging	Canon Kip Community House
	376-81	Social Services	Glide Memorial Church
	377-81	Social Services	Embarcadero Hotel
	378-81	Social Services	Embarcadero YMCA
	379-81	Social Services	Burbank Hotel
	380-81	Social Services	Golden Eagle Hotel
	381-81	Social Services	Hotel Herold

Action: Approve. Notify the offices of the Controller and the Purchaser.

1118-81 Classification survey of positions in various City Department. (Calendar Item No. a)

<u>DEPARTMENT</u>	<u>No. OF POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
S.F. Community College District	1	1424 Clerk Typist Sch. 30.5 \$424B510	1426 Senior Clerk Typist (Sch. 32.5 \$465B560) Responsible for preparation of course approval forms for Chancellor's Office; types correspondence, reports, lists, minutes and forms; functions as receptionist.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1118-81 (CONT)			BUDGETED CLASS AND RATE	RECOMMENDED CLASSIFICATION
	<u>DEPARTMENT</u>	<u>No. OF POS.</u>		
	Fire Depart- ment	1	1924 Materials and Supplies Supervisor Sch. 33.8 \$494B594	same Responsible for receipt, disbursement and inventory of Fire Department, materials, supplies and equipment.

Action: Adopt staff report. Amend Annual Salary Ordinance of the respective City departments accordingly.

1119-81 Classification of three budgeted positions, San Francisco International Airport.
(Calendar Item No. 4)

Action: Adopt staff report.

1. Adopt a new classification of 9216 Airport Police Captain (Sch. 50.8 J \$1099B1329) (Effective July 1, 1981): Allocate three positions previously authorized to this new class.
2. Amend the specification for Class 9215 Airport Police Lieutenant.
3. Maintain a salary differential of 14% between Classes 9216 Airport Police Captain and 9215 Airport Police Lieutenant in the Fiscal Year 1981-82. (The staff's best estimate at this time is that the salary schedule for 9216 Captain will be Sch. 50.8 J \$1099B1329; This rate is based on the proposed 10% salary increase for the Airport Police classifications per the Civil Service Commission recommendations to the Board of Supervisors regarding salary rates to be effective July 1, 1981.)
4. Delete the following positions as enumerated in the current budget:

3-9216 Airport Police Captain (Sch. 44.2 \$803B970)
5. Advise the Airport to amend its 1981-82 budget accordingly.
6. Amend Civil Service Rule 16 governing probationary periods to provide a One Year Probationary Period for 9216 Airport Police Captain.

The salary recommendations of this report, if adopted, will represent a monthly increase of \$2343 based on a fifth step calculation.

1124-81 Classification Survey of the Mayor's Office of Employment and Training.
(Calendar Item No. 4A)

Action: Adopt staff report as amended. Post classification allocation for two weeks. Forward new classification and rates of pay to the Board of Supervisors.

IN-SERVICE ACTIVITIES:

2013-81 Departmental Affirmative Action Plans of: Academy of Sciences, Adult Probation, City Attorney, City Planning, Civil Service, County Clerk, Public Library, Public Works and Social Services. (Calendar Item No. 5)

March 2, 1981: Affirmative Action Plan of the Department of Social Services over to the meeting of March 16, 1981.

ITEM NO. IN-SERVICE ACTIVITIES: (cont)

2013-81 Action: 1. Affirmative Action Plan of Department of Social Services
over to the meeting of April 6, 1981.

2. Adopt Departmental Affirmative Action Plans for: Academy
of Sciences, Adult Probation, City Attorney, City Planning,
Civil Service, County Clerk, Public Library and Public Works.

2092-81 Policy and procedures for the review of Judicial Records. (Calendar Item No. 6)

February 18, 1981: Proposed policy and procedures submitted on February 18, 1981 for Commission action at the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

Action: Approve policy as amended and forward copy to Board of Supervisors in accordance with Resolution 508-80.

2127-81 Proposed Amendment to Civil Service Commission Rule 32 - Lay-Off and In-voluntary Leave, Section 32.02 - Seniority - Defined, adding Subsection g. (Calendar Item No. 7)

March 2, 1981: Post for adoption at the meeting of March 16, 1981.

Action: Adopt as amended.

2160-81 Appeal of staff's action on request for appointment above the entrance rate
in Class 8440 Probation Officer. (Calendar Item No. 8)

Action: Adopt staff report; Deny request for appointment above the entrance rate for Barbara A. Johnson.

2161-81 Requests for appointment above the entrance for various employees. (Calendar Item No. b)

[illegible]

Ruth Edelstein		
8174 Attorney Civil	Public Defender	4

Diane Simon		
8174 Attorney Civil	Public Defender	4

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

MISCELLANEOUS:

3008-81 Requests from Department of Public Works to back-date requisitions. (Calendar Item No. c)

T-00424	October 2, 1980	5171 Street Repair Assistant Superinten- dent
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T-00425	October 2, 1980	7282 Street Repair Supervisor II
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Action: Approve as recommended by committee.

ITEM NO. MISCELLANEOUS: (cont)

3009-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. d)

Oral Authorization Numbers: 0199-0275 5603-5692
 6007 7006-7009
 8149-8188

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40028-81 Q-2 Police Officer: Special Report. (Calendar Item No. 9)

Action: Over to the meeting of April 6, 1981.

40052-81 Request from entrance candidates to be awarded promotive points in the 7281 Street Cleaning Supervisor II examination. (Calendar Item No. 10)

Action: Adopt staff report.

1. Deny protest.
2. Award service points only to promotive next lower rank
Classes 7215 General Laborer Supervisor I and 7355 Truck
Driver.
3. Post combined list of eligibles.

SPECIAL ORDER OF BUSINESS:

Petition by SEIU - Joint Council regarding Licensed Vocational Nurse Benchmark, Salary Standardization Fiscal Year 1981-82.

Action: Delete data from GS-4 and GS-5 from Licensed Vocational Nurse Benchmark. Adjust salary survey accordingly.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 16, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Larry Baker, 9910 Multi Services Technician, CETA, Sheriff Department, Prisoner Services, 02/10/81. (Calendar Item No. 12) (1)

Action: Over to the meeting of April 6, 1981.

Eric Breaux, 2736 Porter, LT, Department of Public Health, San Francisco General Hospital Medical Center, 02/27/81. (Calendar Item No. 13) (1)

Action: Over to the meeting of April 6, 1981.

Rosetta Carter, 2390 Central Supply Processing and Distribution Technician, LT, Department of Public Health, San Francisco General Hospital Medical Center, 01/25/81. (Calendar Item No. 17) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of One Year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 05/03/80. (Calendar Item No. 19A)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of One Year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

Action: Over to the meeting of April 20, 1981.

Jerald L. Fretz, Q-2 Police Officer, 204/E-91, San Francisco Police Department, Support Services Bureau, 02/18/81. (Calendar Item No. 18) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of One Year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 11) (1)

February 18, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

Action: Over to the meeting of April 6, 1981.

James Mayfield, 9163 Transit Operator, 686/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/02/81. (Calendar Item No. 19) (7)

February 18, 1981: Over to the meeting of March 16, 1981.

Action: Over to the meeting of April 6, 1981.

Thomas O. McCloskey III, Q-2 Police Officer, 60/E-92, San Francisco Police Department, Support Services Bureau, 02/04/81. (Calendar Item No. 15) (4)

March 2, 1981: Over to the meeting of March 16, 1981.

Action: No restriction on future employment.

Paul Stang, 7332 Maintenance Machinist, 13/E-7, Purchasing Department, Central Shops, 02/27/81. (Calendar Item No. 16) (4)

Action: Over to the meeting of April 6, 1981.

Juanita A. Stockwell, Q-2 Police Officer, 317/E-91, San Francisco Police Department, Communications Division, 02/05/81. (Calendar Item No. 14) (4)

March 2, 1981: Over to the meeting of March 16, 1981.

Action: No restriction on future employment.

The Commission adjourned its meeting in memory of former Commissioner Joseph C. Tarantino.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

STANDING COMMITTEE ON

AFFIRMATIVE ACTION

COMMITTEE MEETING

MARCH 12, 1981

3:00 P.M.

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

101 GROVE STREET, THIRD FLOOR

Present: Commissioner Lee
Commissioner Salomon
Commissioner Texidor del Portillo
Commissioner Lee presided.

SCAA 1-81 From the Human Rights Commission: Recommended City Policy prohibiting Sexual Harassment.

February 18, 1981: Refer to the Standing Committee on
Affirmative Action. (CSC)

Action: Off calendar at the call of the Chair. Human Rights Commission to submit a set of examples of sexual harassment and to submit documentation of cases or complaints of sexual harassment received by that agency from City and County employees for the past three years.

SF
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

City and County of San Francisco

Civil Service Commission



March 18, 1981

RECEIVED

MAR 25 1981

DOCUMENTS DEPT.

MAR 27 1981

CIVIL SERVICE COMMISSION
PUBLIC LIBRARY

NOTICE OF ACTION TAKEN BY THE

CIVIL SERVICE COMMISSION

At its meeting of March 16, 1981, the Civil Service Commission had for its consideration Departmental Affirmative Action Plans of: Academy of Sciences, Adult Probation, City Attorney, City Planning, Civil Service, County Clerk, Public Library, Public Works and Social Services.

It was the decision of the Civil Service Commission to take the following action:

1. Affirmative Action Plan of the Department of Social Services - over to the meeting of April 6, 1981.
2. Adopt Departmental Affirmative Action Plans for: Academy of Sciences, Adult Probation, City Attorney, City Planning, Civil Service, County Clerk, Public Library and Public Works.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Albert C. Walker".

Albert C. Walker
Assistant Secretary

AEW/imp

Room 181 City Hall

San Francisco 94102

4. Amend Civil Service Rule 16 governing probationary periods to provide a one-year probationary period for Class 5209 Industrial Engineer.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 6, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

APR 15 1981

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee (Item Missed, No. 28)
Commissioner Powell
Commissioner Salomon (Item Missed, No. 12)
Commissioner Texidor del Portillo (Items Missed, All of Part II)
Commissioner Haile Presided.

MINUTES: Regular Meeting of March 16, 1981.

Action: Approve.

CLASSIFICATION AND PAY:

1078-81 Request to exempt one position in Class 1879 Project Leader, Special Project, Controller's Office, and to approve a Step 5 salary appointment in such position. (Calendar Item No. 2)

Action: Adopt staff report.

1. Approve exemption of one position in Class 1879 Project Leader, Special Project, Controller's Office, Data Processing Center, in accordance with Charter Section 8.300 (a) (5) through June 30, 1982.
2. Approve appointment of Thomas C. Tucker at Step 5 of the salary range for Class 1879 in accordance with Salary Standardization Section VII (a) (4)

1141-81 Request to establish four new classifications in the Operations Division of the San Francisco Municipal Railway; to consolidate and allocate the duties and responsibilities of several current classifications thereto. (Calendar Item No. 3)

Action: Over to the meeting of April 20, 1981.

1150-81 Classification of two Budgeted positions, Airports Commission. (Calendar Item No. 4)

Action: Adopt staff report.

1. Adopt a new classification of 5209 Industrial Engineer (Sch. 50.1 J,Z, \$1062B1285) (effective July 1, 1981); allocate two positions previously authorized to this new class.
2. Delete the following positions as enumerated in the current Budget:

1-A283 N Airport Industrial Engineer *New*
Z.J. SC \$1008B1220
1-A283 S Airport Industrial Engineer
Z,J, SC \$1008B1220
3. Advise the Airports Commission to amend its 1981-82 Budget accordingly.
4. Amend Civil Service Rule 16 governing probationary periods to provide a one-year probationary period for Class 5209 Industrial Engineer.

CLASSIFICATION AND PAY: (cont)

1152-81 Establishment of one new classification for the Controller's Office.
(Calendar Item No. 1)

Action: Adopt staff report.

1. Establish a new classification of 1678 Financial Operations Director (1980-81 Flat Rate: J, Z \$2297 BW; 1981-82 Flat Rate: J, Z \$2545 BW).
2. Allocate one proposed new position to this class. The department will submit a supplemental appropriation request to adjust their Budget.
3. Amend Annual Salary Ordinance Section 09/01/00/01001 to reflect this action.
4. Amend Civil Service Rule 16 governing probationary periods to provide a one year probationary period for Class 1678 Financial Operations Director.

1153-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-81	Public Works	Towill, Inc.
383-81	Public Works	Dames & Moore
384-81	Public Works	Simpson Gumpertz & Hesel, Inc.
385-81	Public Works	Hesselner, Keesee & Assoc., Inc.
386-81	Chief Administrative Officer	HKS Associates
387-81	Chief Administrative Officer	William G. Davis
388-81 *	Employees' Retirement System	Coopers & Lybrand
389-81	Public Utilities Commission	Not determined at present
390-81	Social Services	Potrero Hill Neighborhood House
391-81	Social Services	Geneva Social Development Center of Geneva Avenue
392-81	Social Services	Recreation Center for the Handicapped
393-81	Social Services	S.F. Aid to Retarded Citizens
394-81	Social Services	S.F. Senior Center
395-81	Social Services	JACKIE
396-81	Social Services	Carolyn Block
397-81	Social Services	J. Donald Cohon
398-81	Social Services	Martin E. Glasser
399-81	Social Services	Luz-Mary Harris
400-81	Social Services	Josephine Otstatt, CPR Seminars

CLASSIFICATION AND PAY: (cont)

1153-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	401-81	Social Services	Dolores Leavitt
	402-81	Social Services	Catholic Social Services
	403-81	Public Health	S.F. Mental Health Funds, Inc.
	404-81	Public Health	Unitarian Universalist Service Committee
	405-81	Public Health	Southeast Mental Health Center Community Advisory Board, Inc.
	406-81	Public Health	Citizen's Advisory Board for Mental Health
	407-81	Public Health	Community Advisory Board, District V Health & Mental Health Services, Inc.
	408-81	Public Health	Catholic Social Services
	409-81	Public Health	International Institute
	410-81	Public Health	Peter Deubel & Assoc., Inc.
	411-81	Public Health	Traveler Aid Society
	412-81	Public Health	S.F. Hearing & Speech Center
	413-81	Public Health	Volunteer Bureau
	414-81	Public Health	Planned Parenthood
	415-81	Public Health	Chinatown North Beach Family Planning Services, Inc.
	416-81	Airports Commission	C.E.D., Inc.

- Action:
1. Contract Number 389-81 over to the meeting of April 20, 1981.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.
(*Contract Number 388-81 - Vote of 3 to 2: Commissioners Haile and Texidor del Portillo dissent)

1154-81 Classification Survey of positions in various City Departments. (Calendar Item No. a)

<u>Department</u>	<u>No. of Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Classification</u>
S.F. Com- munity Col- lege District	1	1720 Data Entry Operator Sch. 30.8 \$430B517	1721 Sr. Data Entry Operator Sch. 32.8 \$471B567
	3	1426 Sr. Clerk Typist Sch. 32.5, \$465B560	SAME
Public Works	1	7108 Heavy Equipment Operations Assistant Supervisor Sch. 45.6, \$858B1037	SAME

- Action: Adopt staff report. Amend Annual Salary Ordinance of the respective City departments accordingly.

CLASSIFICATION AND PAY: (cont)

1161-81 Request by the Department of Public Health to reclassify certain 2320 Registered Nurse positions. (Calendar Item No. 5A)

Action: Over to the meeting of April 20, 1981.

IN-SERVICE ACTIVITIES:

2013-81 Departmental Affirmative Action Plans of: District Attorney and Social Services. (Calendar Item No. 6)

March 2, 1981: Affirmative Action Plan of the Department of Social Services over to the meeting of March 16, 1981.

March 16, 1981: Affirmative Action Plan of the Department of Social Services over to the meeting of April 6, 1981.

Action: 1. Affirmative Action Plan of the Department of Social Services over to the meeting of April 20, 1981.
2. Adopt Departmental Affirmative Action Plan of the District Attorney's Office.

2160-81 Appeal of staff's action on request for appointment above the entrance rate in Class 8440 Probation Officer. (Calendar Item No. 7)

March 16, 1981: Adopt staff report. Deny request for appointment above the entrance rate for Barbara A. Johnson.

Action: 1. Rescind action of March 16, 1981 due to alleged improper notification.
2. Deny staff report. Grant appeal. Appoint Barbara A. Johnson to the 5th step in the schedule for Class 8440 Probation Officer pending the Controller's certification that funds are available effective April 6, 1981.

2167-81 Request appointment above the entrance rate for Richard Caserta, Class 8304 Deputy Sheriff. (Calendar Item No. b)

Action: Approve appointment of Richard Caserta at Step 5 of the compensation schedule established for Class 8304 Deputy Sheriff, pending the Controller's certification that funds are available.

2169-81 Request for appointments above the entrance rate for Class 6270 Residential Environmental Inspector. (Calendar Item No. c)

Action: Adopt staff report. Approve appointment at Step 5 of the compensation schedule for new permanent appointees and Step 5 adjustments for current permanent employees in Class 6270 Residential Environmental Inspector, effective as of the adoption date of this report, pending the Controller's certification that funds are available. Department to send letter responding to questions asked by Commission.

2204-81 Proposed Charter Amendment (first draft) amending Section 3.500-1, providing that no person appointed to a Board or Commission shall serve on such Board or Commission for more than two consecutive terms. (Calendar Item No. 8)

Action: Notify Board of Supervisors that this amendment is inappropriate as applied to the Civil Service Commission as it would automatically remove Commission members without consideration of the effectiveness of such Commissioners who were appointed to administer a merit system. (Vote of 4 to 1: Commissioner Salomon dissents)

IN-SERVICE ACTIVITIES: (cont)

- 2205-81 Proposed Charter Amendment (second draft) adding Section 8.408 thereto, pertaining to Cost-of-living Adjustments to Salaries and Wages of members of the Police and Fire Departments, depending upon residency. (Calendar Item No. 9)
- Action: Notify Board of Supervisors that the Civil Service Commission does not endorse this amendment.
- 2206-81 Proposed Charter Amendment (first draf) amending Section 3.404 to exempt one Assistant Sheriff and three Chief Deputy Sheriffs from the Civil Service provisions of the Charter; and pending motion to amend said proposed Charter Amendment File 220-80. (Calendar Item No. 10)
- Action: Notify Board of Supervisors that the Civil Service Commission endorses the exemption of one position of Assistant Sheriff.
- 2207-81 Proposed Amendment to Civil Service Commission Rule 16 - Probationary Period by adding additional classes to Appendix B of the Rules to require a one-year probationary period. (Calendar Item No. 11A)
- Action: Post for adoption at the meeting of April 20, 1981.
- 2236-81) Resolutions of Commendation for Daryl Maguire, Payroll Supervisor, Department of Public Works and F. Walter Johnson, Retirement System, for their assistance and consultation in the development and implementation of Civil Service Commission Rule 22 - Leaves of Absence. (Calendar Item No. 11)
- Action: Adopt.

MISCELLANEOUS:

- 3010-81 Request from the Airports Commission to back-date requisitions. (Calendar Item No. d)
- | | | |
|---------|-------------------|-----------------|
| T-00148 | February 15, 1981 | 3541 Curator I |
| T-00149 | February 15, 1981 | 3542 Curator II |
- Action: Approve as recommended by Committee.
- 3011-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. e)
1. Oral Authorizations issued by EEO Unit: 0276 - 0375
- Action: Approve.
2. Oral Authorizations issued by Examination Division Group I: 6008 - 6009
7010 - 7011
- Action: Over to the meeting of April 20, 1981.
3. Oral Authorizations issued by Examination Division Group II: 5629.5
5683 - 5831
- Action: 1. OA #5768 over to the meeting of April 20, 1981.
2. Approve all others.

RECRUITMENT AND EXAMINATIONS:

- 40028-81 Q-2 Police Officer: Special Report. (Calendar Item No. 12)
March 16, 1981: Over to the meeting of April 6, 1981.
Action: Sustain rejection of Scott E. Kutina.
- 40048-81 Appeal of staff's rejection of application for Class 1862 Systems &
Procedures Analyst. (Calendar Item No. 13)
Action: Over to the meeting of April 20, 1981.

GENERAL MANAGER'S REPORT:

Status Report of Budget Request for Fiscal Year 1981-82.

- Action: 1. Reduce Examination Program in the required amounts
to effect the required savings at both levels of
funding.
2. Staff directed to discontinue issuance of oral
authorizations and the validation of limited
tenure appointments effective July 1, 1981.
3. Submit Supplemental Budget request to provide for
full funding of all activities of the Civil Service
Commission. (Vote of 5 to 0).

COMMISSIONERS' NEW BUSINESS:

Staff directed to perform classification study to survey 150
Administrator/Manager classifications with a view toward con-
solidation. General Manager, Personnel to report progress in
30 - days.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 6, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Larry Armstrong, 2736 Porter, 77/E-49, Department of Public Health, San Francisco General Hospital Medical Center, 03/13/81. (Calendar Item No. 23) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Larry Baker, 9910 Multi Services Technician, CETA, Sheriff Department, Prisoner Services, 02/10/81. (Calendar Item No. 18) (1)

March 16, 1981: Over to the meeting of April 6, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

Eric Breaux, 2736 Porter, LT, Department of Public Health, San Francisco General Hospital Medical Center, 02/27/81. (Calendar Item No. 17) (1)

March 16, 1981: Over to the meeting of April 6, 1981

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health. (Vote of 3 to 1: Commissioner Lee excused with permission of other members. Commissioner Texidor del Portillo absent)

Jeff Cook, 1404 Clerk, LT, Controller, Financial, 03/18/81. (Calendar Item No. 19) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Noli Dalmacio, 9163 Transit Operator, 139/E-113, Public Utilities Commission, San Francisco Municipal Railway, 02/27/81. (Calendar Item No. 21) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Michelle Geray, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 03/25/81. (Calendar Item No. 16) (1)

Action: Over to the meeting of May 18, 1981.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 15) (1)

February 18, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 6, 1981.

Action: Over to the meeting of April 20, 1981.

James Henry, 9163 Transit Operator, 1084/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/11/81. (Calendar Item No. 22) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

James Mayfield, 9163 Transit Operator, 686/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/02/81. (Calendar Item No. 24) (7)

February 18, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 6, 1981.

Action: Over to the meeting of April 20, 1981.

Louise Morrison, 2424 X-Ray Laboratory Aide, 5/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 03/04/81. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service from date of termination.

Ducan L. McRainey, 9163 Transit Operator, 61/E-89, Public Utilities Commission, San Francisco Municipal Railway, 02/26/81. (Calendar Item No. 25) (7)

Action: Off Calendar.

Antonio M. Peters, 9163 Transit Operator, 1/P-4, Public Utilities Commission, San Francisco Municipal Railway, 03/10/81. (Calendar Item No. 26) (7)

Action: Over to the meeting of April 20, 1981.

Paul Stang, 7332 Maintenance Machinist, 13/E-7, Purchasing Department, Central Shop, 02/27/81. (Calendar Item No. 20) (4)

March 16, 1981: Over to the meeting of April 6, 1981.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Purchasing Department.

Eddie Wells, 9163 Transit Operator, 908/E-112, Public Utilities Commission, San Francisco Municipal Railway, 03/17/81. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO
STANDING COMMITTEE ON CHARTER AND RULES REVISION

COMMITTEE MEMBERS

Darrell J. Salomon, Chair
Genevieve Powell, Member
Carlota Texidor del Portillo, Member

COMMITTEE MEETING

APRIL 6, 1981
9:00 A.M.

Room 228 City Hall
(Board of Supervisors Committee Room)

SCCR 1-81 Consideration of developing a new Civil Service Commission Rule on personal services contracts.

Action: Meeting recessed due to lack of quorum. Continued to the call of the Chair.

15
/20/81
- Calendar - Part I
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 20, 1981

PART I - 2:00 P.M.

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Texidor del Portillo
Commissioner Haile Presided.

DOCUMENTS DEPT.

APR 20 1981

MINUTES: Regular Meeting of April 6, 1981

Action: Approve as amended.

CLASSIFICATION AND PAY:

1141-81 Request to establish four new classifications in the Operations Division of the San Francisco Municipal Railway; to consolidate and allocate the duties and responsibilities of several current classifications thereto. (Calendar Item No. 1)

April 6, 1981: Over to the meeting of April 20, 1981.

Action: Over to the meeting of May 4, 1981.

1147-81 Request for authorization for Other than Five Day, Forty-hour Work Week Schedule, Sheriff's Department. (Calendar Item No. a)

Action: Approve work week schedule for forty hours in four consecutive days for employees in Classes 8304 Deputy Sheriff, 8306 Senior Deputy Sheriff, 8308 Sheriff's Sergeant and 8310 Sheriff's Lieutenant as required, in accordance with the provisions of Section II, A.I. of the Salary Standardization Ordinance.

1153-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 4B)

April 6, 1981: 1. Contract Number 389-81 over to the meeting of April 20, 1981.
2. Approve all others. Notify the offices of the Controller and the Purchaser. (*Contract Number 388-81 - Vote of 3 to 2: Commissioners Haile and Texidor del Portillo dissent)

Action: Contract Number 389-81 off calendar.

1161-81 Request by the Department of Public Health to reclassify certain 2320 Registered Nurse positions. (Calendar Item No. 4A)

April 6, 1981: Over to the meeting of April 20, 1981.

Action: Over to the meeting of May 4, 1981.

CLASSIFICATION AND PAY: (cont)

1163-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
417-81	Art Commission	Dr. Joseph Baird
418-81	Commission on Aging	Kimochi Kai
419-81	Commission on Aging	The Salvation Army
420-81	Commission on Aging	United Jewish Community Center
421-81	Commission on Aging	Native American Indian Senior Center
422-81	Commission on Aging	Self-Help for the Ederly
423-81	Real Estate	William A. Niethammer
424-81	Real Estate	William C. Haley, MAI
425-81	Real Estate	John Hamilton, MAI
426-81	Real Estate	Hector Leslie, MAI
427-81	Public Health	Children's Hospital
428-81	Public Health	Oakes Children's Center, Inc.
429-81	Public Health	Edgewood Children's Center/Lucinda Weeks
430-81	Public Health	Hoeck Metal Fabricators
431-81	Public Health	Monroe Schneider Assocs.
432-81	Public Health	International Institute of San Francisco
433-81	Public Health	Eugene Schfield, Marshall & Stevens, Inc.
434-81	Public Health	Marily Schwartz
435-81	Adult Probation	Ricky Staats
436-81	Controller	Data Directions
437-81	Water	Not selected as yet
438-81	Public Utilities Commission	Robert V. Wong, AIA
439-81	Public Utilities Commission	Not selected as yet
440-81	Chief Administrative Officer	Shelley K. Hubner
441-81	Chief Administrative Officer	Charles Slutzkin
442-81	Public Works	Testing Engineers, Inc.
443-81	Public Works	William S. Kaplan
444-81	Public Works	Swatt & Stein
445-81	Public Works	Testing Engineers, Inc.
446-81	Airports Commission	Iver C. Larson, Safety Consulting
447-81	Commission on the Status of Women	Woman, Inc.

CLASSIFICATION AND PAY: (cont)

II63-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	448-81	Commission on the Status of Women	La Casa de las Madres

- Action:
1. Contract Numbers 437-81, 438-81 and 439-81 over to the meeting of May 4, 1981.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.

1165-81 Amendment of specifications for four classifications in the Physical and Occupational Therapist series. (Calendar Item No. 3)

Action: Adopt class specifications as amended; status of permanent incumbents continues without change.

1166-81 Request from the Controller to utilize the Staff Assistant, Special Project series for a position in the Payroll Personnel Project. (Calendar Item No. 4)

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2013-81 Departmental Affirmative Action Plan of the Department of Social Services. (Calendar Item No. 5)

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 6, 1981.

April 6, 1981: Over to the meeting of April 20, 1981.

Action: Adopt Departmental Affirmative Action Plan of the Department of Social Services.

2186-81 Appeal of staff's action on request for compensation in temporary assignment, Sheriff's Department. (Calendar Item No. 6)

Action: Adopt staff report. Deny appeal.

2207-81 Proposed Amendment to Civil Service Commission Rule 16 - Probationary Period by adding additional classes to Appendix B of the Rules to require a one-year probationary period. (Calendar Item No. 7)

April 6, 1981: Post for adoption at the meeting of April 20, 1981.

Action: Adopt.

2220-81 Charter Amendment (second draft) amending Section 8.400 to provide that Officers and Employees under the San Francisco War Memorial Department and Golden Gate Museums be authorized to accept salary supplements. (Calendar Item No. 7A)

Action: Notify the Board of Supervisors that the Civil Service Commission does not endorse this amendment.

2251-81 Request for appointment above the entrance rate for various employees. (Calendar Item No. b)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Gay Jacobs 1446 Senior Clerk Stenographer	Airports Commission	5
Artis Lewis 1402 Junior Clerk	Public Health	5

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

MISCELLANEOUS:

3011-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 8)

April 6, 1981: Over to the meeting of April 20, 1981.

1. Oral Authorization issued by Examination 6008-6009
Division Group I. 7010-7011
2. Oral Authorization issued by Examination 5768
Division Group II.

Action: 1. Approve oral authorization numbers 6008, 6009, 7010 and 7011
for duration granted.

2. Approve oral authorization number 5768 for a maximum period of
90-days or until examination is conducted. (corrected at Civil
Service Commission meeting of May 4, 1981)

3012-81 Request from the Department of Public Works to back-date requisition.
(Calendar Item No. c)

T-00445 12/19/80 - 02/25/81 5172 Street Repair
Superintendent

Action: Approve as recommended by Committee.

3013-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. d)

1. Oral Authorizations issued by EEO Unit: 0376-0471
2. Oral Authorizations issued by Examination
Division Group II. 5832-5911

Action: Approve.

RECRUITMENT AND EXAMINATION:

40048-81 Appeal of staff's rejection of application for Class 1862 Systems and Procedure Analyst. (Calendar Item No. 9)

April 6, 1981: Over to the meeting of April 20, 1981.

Action: Deny staff report. Grant appeal of Alyce M. Okazaki. Accept
application for this examination for Class 1862 Systems and
Procedure Analyst.

40067-81 Appeal of staff's denial regarding applications for 2182 Administrator, Laguna Honda Hospital. (Calendar Item No. 10)

Action: Off calendar.

40068-81 Personal Services Contract with Management and Personnel System, Incorporated to prepare employee selection materials. (Calendar Item No. 11)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 20, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Dessiree D. Bellows, 1706 Telephone Operator, 21/E-14, San Francisco Police Department/Communication Division, 03/24/81. (Calendar Item No. 19) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 05/03/80. (Calendar Item No. 21) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 20, 1981.

Action: Return to a non-Civil Service appointment in Class 7410, Public Utilities Commission, up to maximum allowable duration.

Hildegard Fontaine, 1202 Personnel Clerk, 12/E-3, Retirement, Compensation, 04/17/81. (Calendar Item No. 16) (4)

Action: Return name to list.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 12) (1)

February 18, 1981: Over to the meeting of March 2, 1981.
March 2, 1981: Over to the meeting of March 16, 1981.
March 16, 1981: Over to the meeting of April 6, 1981.
April 6, 1981: Over to the meeting of April 20, 1981.
Action: Off calendar.

Reconsideration of Civil Service Commission action of February 20, 1981:
Michael D. Green, 8214 Parking Control Officer, 80/E-13, San Francisco Police Department/Traffic, 02/04/81. (Calendar Item No. 22) (3)

February 20, 1981: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position effective on April 21, 1981.

Francisco Hernandez, 9163 Transit Operator, 206/E-113, Public Utilities Commission, San Francisco Municipal Railway, 03/25/81. (Calendar Item No. 18) (4)

Action: Dismiss from the service.

Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office/Family Support Bureau, 03/18/81. (Calendar Item No. 13) (1)

Action: Off calendar.

Alvin Larsual, 2736 Porter, LT, Department of Public Health, San Francisco General Hospital Medical Center, 04/07/81. (Calendar Item No. 15) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

James Mayfield, 9163 Transit Operator, 686/E-112, Public Utilities Commission, San Francisco Municipal Railway, 02/02/81. (Calendar Item No. 23) (7)

February 18, 1981: Over to the meeting of March 16, 1981.
March 16, 1981: Over to the meeting of April 6, 1981.
April 6, 1981: Over to the meeting of April 20, 1981.
Action: No future employment in Class 9163 Transit Operator.

Reconsideration of Civil Service Commission action of February 2, 1981:
George Parker, 7410 Automotive Serviceman, LT, Public Utilities Commission,
San Francisco Municipal Railway, 01/16/81. (Commissioners Haile, Lee and
Powell). (Calendar Item No. 14) (1)

February 2, 1981: Approve. Cancel all current examination and
eligibility status. Future employment subject
to review and approval of the General Manager,
Personnel after satisfactory completion of one
year's work experience outside the City and County
service. Not to be employed again by the Public
Utilities Commission.

Action: Sustain action of February 2, 1981.

Antonio M. Peters, 9163 Transit Operator, 1/P-4, Public Utilities Commission,
San Francisco Municipal Railway, 03/10/81. (Calendar Item No. 24) (7)

April 6, 1981: Over to the meeting of April 20, 1981.

Action: Over to the meeting of May 4, 1981.

Siam Thomas, 9163 Transit Operator, 1518/E-112, Public Utilities Commission,
San Francisco Municipal Railway, 03/30/81. (Calendar Item No. 17) (4)

Action: Over to the meeting of May 4, 1981.

Shirley Yuen, Q-2 Police Officer, 236/E-91, San Francisco Police Department/
Patrol, 03/10/81. (Calendar Item No. 20) (4)

Action: Allow request for reappointment pursuant to Civil Service Commission
Rule 13.

- Calendar - City of San Francisco
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

MAY 4, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

MAY 11 1981

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Salomon (Items Missed: 3 and 4 of Regular Calendar)
Commissioner Texidor del Portillo
Commissioner Haile Presided.

MINUTES: Regular Meeting of April 20, 1981

Action: Approve (with correction to action on File No. 3011-81)

CLASSIFICATION AND PAY:

141-81 Request to establish four new classifications in the Operations Division of the San Francisco Municipal Railway; to consolidate and allocate the duties and responsibilities of several current classifications thereto. (Calendar Item No. 1)

April 6, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Over to the meeting of May 4, 1981.

Action: Adopt staff report as amended by addendum report and as amended by the Commission.

1. Establish classification of 9139 Transit Supervisor, Sch. 47.5, \$938B-1136, J. This new classification includes the duties of the following current classes:

9130 Transit Schedule Maker
9132 Supervising Station Agent, Municipal Railway
9144 Transit Service Inspector
9150 Transit Control Dispatcher
9160 Assistant Transit Dispatcher
9162 Day Transit Dispatcher
9170 Transit Operating Inspector

2. Establish classification of 9140 Transit Manager I, Sch. 50.0, \$1057B1279, J,Z. This new classification includes the duties and responsibilities of the following current classes:

9134 Transit Schedule Supervisor
9152 Transit Control Supervisor
9168 Safety Instructor, Public Utilities Commission
9171 Senior Transit Operating Instructor
9180 Transportation Division Superintendent
9181 Metro Operations Manager
9187 Cable Car Division Manager, Municipal Railway
9194 Transit Schedule Analyst
9179 Assistant Transportation Division Superintendent

3. Establish classification 9141 Transit Manager II, Sch. 52.5, \$1191B1443, J,Z. This new classification includes the duties and responsibilities of the following current classes:

9154 Transit Control Chief Inspector
9182 Transportation Assistant Superintendent

CLASSIFICATION AND PAY: (cont)

1141-81
(CONT)

4. Establish classification 9142 Transit Manager III, Sch. 55.0 \$1342B1626, J,Z. This new classification includes the duties and responsibilities of the following current classes:

9136 Transit Traffic Superintendent
9172 Safety and Training Supervisor,
Public Utilities Commission
9184 Transportation Superintendent
5. Grant status and status rights from the current 9100 series of classifications to the respective new classifications into which their duties and responsibilities have been consolidated and allocated, pursuant to Civil Service Commission Rule 18, Status Rights, Section 18.04 (b).
6. Amend Civil Service Commission Rule 16 governing probationary periods to provide a one-year probationary period for classes 9140, 9141 and 9142.
7. Declare the classes in No. 6 above to the SMS classes.
8. All of the above recommendations to be effective July 1, 1981.
9. Advise the General Manager of the Public Utilities Commission to amend his Budget to accomplish the reorganization.
10. Advise the Examination Division of the need for examinations in the new classes.
11. Staff is directed to submit proposed examination announcements for these new classifications in draft form to the Commission for review and approval prior to issuance
12. Simultaneously with submission of draft examination announcements as provided in Item 11 above, staff of the Equal Employment Opportunity Unit are directed to submit the Affirmative Action recruitment plan for these new classifications in writing for the Commission's review and approval.

1161-81 Request by the Department of Public Health to reclassify certain 2320 Registered Nurse positions. (Calendar Item No. 2)

April 6, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Over to the meeting of May 4, 1981.

Action: Over to the meeting of May 18, 1981.

1163-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 5)

- April 20, 1981:
1. Contracts Numbers 437, 438 and 439 over to the meeting of May 4, 1981.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.

- Action:
1. Contract Number 437-81 over to the meeting of May 18, 1981.
 2. Approve Contract Numbers 438-81 and 439-81. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont)

- 175-81 Request from Juvenile Court for the suspension of Section 1.3 of the Annual Salary Ordinance. (Calendar Item No. 3)
- Action: Approve request to suspend Section 1.3 of Annual Salary Ordinance to provide for the payment of overtime to "Z" employees for period requested, 1980-81.
- 181-81 Request from the County Agricultural Commissioner-Sealer of Weights and Measures to utilize Class 9732 Staff Aide II for a Weights and Measures Trainee position. (Calendar Item No. 4)
- Action: Adopt staff report; approve utilization of Class 9732 Staff Aide II (\$511 BW) (\$567 BW, Effective July 1, 1981) to staff a trainee position for the Department of Agriculture and Weights and Measures.
- 183-81 Abolishment of four classes from the Classification Plan. (Calendar Item No. a)
- Action: Adopt staff report.
1. Abolish the following Classes:
7301 - Armoured Truck Operator (Sch. 32.1 \$445B549; 990M1194)
8220 - Sergeant-At-Arms (Sch. 34.1 \$500B602; 1088M1309)
8222 - Armoured Truck Guard (Sch. 32.6 \$467B562; 1016M1222)
9333 - Marine Patrol Officer (Sch. 29.6 \$408B489; 886M1064)
 2. Amend the classification plan and related documents to reflect this action.
- 187-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 6)
- | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------|--|
| 449-81 | Art Commission | Perci Chester |
| 450-81 | Art Commission | Susan Cervantes |
| 451-81 | Art Commission | Jack Kamesar |
| 452-81 | Art Commission | Josie Grant |
| 453-81 | Art Commission | James Dong |
| 454-81 | Art Commission | Judy Jamerson |
| 455-81 | Art Commission | Nan Park |
| 456-81 | Art Commission | R. Bruce Hutchison |
| 457-81 | Chief Administrative Officer | Robert A. Kunselman |
| 458-81 | Public Health | William K. Van Atta |
| 459-81 | Public Health | Learning Services of Northern California |
| 460-81 | Public Health | Patients' Rights Advocacy Services, Inc. |
| 461-81 | Public Health | Adolescent Day Treatment Center of Children's Hospital |
| 462-81 | Social Services | Richard O. Pancost |

CLASSIFICATION AND PAY: (cont)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1187-81 (CONT)	463-81	Social Services	Stephen Schultz, Ph.D.
	464-81	Social Services	Atlanta Hotel
	465-81	Social Services	Crystal Hotel
	466-81	Social Services	Kinney Hotel
	467-81	Public Works	Jefferson & Associates
	468-81	Public Works	Johnson Pump Company

Action: Approve. Notify the offices of the Controller and the Purchaser.

1190-81 Request to utilize the Staff Assistant, Special Project series for two positions, Retirement System. (Calendar Item No. 6A)

Action: Adopt staff report.

1. Approve the utilization of one position in Class 9750 Staff Assistant IX for five months from date of approval.
2. Approve the utilization of one position in Class 9748 Staff Assistant VII for one year from date of approval.
(Vote of 3 to 2: Commissioners Salomon and Texidor del Portillo dissent).

IN-SERVICE ACTIVITIES:

2040-81 Appointment to Class 2910 Social Worker. (Calendar Item No. b)

Action: Adopt staff report; grant Ray Yang permanent status to a permanent 2910 Social Worker position, Department of Social Services, in accordance with Civil Service Commission Rule 32.

2273-81 Appointment to Class 7355 Truck Driver. (Calendar Item No. c)

Action: Adopt staff report; grant Walter Scheebeli permanent status to Class 7355 Truck Driver in accordance with Civil Service Commission Rule 32.

2278-81 Request for appointment above the entrance rate for various employees. (Calendar Item No. d)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Esther V. Casco 1426 Senior Clerk Typist	S.F. Unified School District	4
Duane E. Hadley 8146 District Attorney's Investigator	District Attorney's Office	5
Cindy Winslow 1804 Statistician	Department of Social Services	5

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

2279-81 Progress report by the General Manager of Public Utilities on implementation of Civil Service Commission action of November 17, 1980 in the matter of a complaint of discrimination filed by Filberto Moreno. (Calendar Item No. 7)

November 17, 1980: Appoint Filberto Moreno to a temporary position in Class 1823 Senior Administrative Analyst and award back pay to December 31, 1979. (Vote of 3 to 2: Commissioners Powell and Salomon dissent).

Action: The General Manager of Public Utilities reported progress in implementing Civil Service Commission action of November 17, 1980.

2280-81 Request for Supplemental Appropriation to effect a transfer of funds. (Calendar Item No. 8)

Action: Approve request for supplemental appropriation for \$225,000.00 and forward to the Office of the Mayor.

2294-81 Request for Supplemental Appropriation, rental of property. (Calendar Item No. 8A)

Action: Approve request for supplemental appropriation for \$117,136.50 (General Fund) and forward to the Office of the Mayor.

MISCELLANEOUS:

3014-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. e)

1. Oral Authorizations issued by EEO Unit: 0472-0578

2. Oral Authorizations issued by Examination
Division Group I: 6010-6016
7012

3. Oral Authorizations issued by Examination
Division Group II: 5912-5981

Action: Approve.

RECRUITMENT AND EXAMINATION:

40067-81 Appeal of staff's denial regarding applications for 2182 Administrator, Laguna Honda Hospital. (Calendar Item No. 9)

April 20, 1981: Off calendar.

Action: Adopt staff report. Deny appeal of Vernon D. Phelps. (Vote of 3 to 2: Commissioners Lee and Texidor del Portillo dissent).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 4, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE- corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Vickie Alston, 1424 Clerk Typist, 15/P-31, San Francisco Police Department/
Support Services, 04/16/81. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year's work
experience outside the City and County service.

Bennie Beans, 9163 Transit Operator, 223/E-113, Public Utilities Commission,
San Francisco Municipal Railway, 04/05/81. (Calendar Item No. 15) (4)

Action: Over to the meeting of May 18, 1981.

Ronald Delucchi, 9163 Transit Operator, 272/E-113, Public Utilities Commission,
San Francisco Municipal Railway, 04/17/81. (Calendar Item No. 16) (4)

Action: Dismiss from the Service. Not to be employed again by Public
Utilities Commission.

Wilmon S. Ingram, 7372A Apprentice Stationary Engineer, LT, Department of
Public Works/Water Pollution Control, 04/07/81. (Calendar Item No. 12) (1)

Action: Over to the meeting of May 18, 1981.

Alexander Lukin, Q-2 Police Officer, 232/E-91, San Francisco Police Department/
Garage, 04/15/81. (Calendar Item No. 19) (6)

Action: No restriction of future employment.

Patricia Mack, 1424 Clerk Typist, CETA, Department of Public Health, San
Francisco General Hospital Medical Center, 04/27/81. (Calendar Item No. 11)
(1)

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

Duncan L. McRainey, 9163 Transit Operator, 61/E-89, Public Utilities Commission, San Francisco Municipal Railway, 02/26/81. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Public Utilities Commission.

Thomas O'Guinn, 9163 Transit Operator, 495/E-112, Public Utilities Commission, San Francisco Municipal Railway, 04/05/81. (Calendar Item No. 17) (4)

Action: Over to the meeting of May 18, 1981.

Antonio M. Peters, 9163 Transit Operator, 1/P-4, Public Utilities Commission, San Francisco Municipal Railway, 03/10/81. (Calendar Item No. 21) (7)

April 6, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Over to the meeting of May 4, 1981.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Public Utilities Commission.

Susan Proctor, 2320 Registered Nurse, 1/E-572, Department of Public Health, San Francisco General Hospital Medical Center, 11/17/80. (Calendar Item No. 18) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Siam Thomas, 9163 Transit Operator, 1518/E-112, Public Utilities Commission, San Francisco Municipal Railway, 03/30/81. (Calendar Item No. 14) (4)

April 20, 1981: Over to the meeting of May 4, 1981.

Action: Over to the meeting of May 18, 1981.

Walter Varakin, 9736 Staff Assistant II, LT, Mayor's Office of Employment and Training/Program Audit Unit, 04/28/81. (Calendar Item No. 13). (1)

Action: Over to the meeting of May 18, 1981.

Irving C. Wilson, 9163 Transit Operator, 148/E-109, Public Utilities Commission, San Francisco Municipal Railway, 04/08/81. (Calendar Item No. 20) (3)

Action: Grant appeal. Approve Automatic Resignation. Reinstate to position.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 18, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

MAY 27 1981

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile Presided.

MINUTES: Regular Meeting of May 4, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1161-81 Survey of Registered Nursing positions in the Department of Public Health.
(Calendar Item No. 5)

April 6, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Over to the meeting of May 4, 1981.

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Adopt staff report.

1. Establish new classification 2321 Institutional Registered Nurse (Sch. 44.3 \$807B975). Adopt specification.
2. Allocate 617 positions currently budgeted in Class 2320 Registered Nurse (Sch. 42.5 \$742B895) to the new classification.
3. Grant status in the new classification 2321 Institutional Registered Nurse to permanent incumbents in Class 2320 Registered Nurse, San Francisco General Hospital Medical Center, Laguna Honda Hospital, Youth Guidance Center, Emergency Medical Services and Jail Medical Services and grant status rights to other current permanent incumbents in this class and eligibles on all lists for this class adopted prior to the date of adoption of this report by the Civil Service Commission.
4. Allocate 35 positions currently budgeted in Class 2340 Operating Room Nurse (Sch. 42.5 \$742B895) to the new classification.
5. Grant status in the new classification 2321 Institutional Registered Nurse to permanent incumbents in Class 2340 Operating Room Nurse and grant status rights to other current permanent incumbents in this class and eligibles on all lists for this class adopted prior to the date of adoption of this report by the Civil Service Commission.

1161-81
(CONT)

CLASSIFICATION AND PAY: (cont)

6. Amend the administrative provisions of the Salary Standardization Ordinance to include the new class 2321 Institutional Registered Nurse within the provisions of the following sections:
 1. IV.A.(6) Night Duty
 2. IV.I. Call back (Rests between shifts)
 3. IV.J. Week-ends off for Nurses
 4. Note A - Appointment above the entrance rate for Nurses and Nurse Practitioners with previous experience.
 5. II.A.(1) Normal work schedule
7. Amend Sections 830300-01001, 831100-01001, 840000-01001, 850000-01001, 860100-36001, 863002-36001, 863100-36001 and 863101-36001 of the Annual Salary Ordinance accordingly.
8. All of the above recommendations to be effective July 1, 1981.
9. Advise the Director of Health to amend his budget to reflect this reclassification.

Based upon the July 1, 1981 maximum salary rate for 2320 Registered Nurse, 2340 Operating Room Nurse, and 2321 Institutional Registered Nurse, the annual cost of this reclassification action is \$1,005,066.

1163-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 1)

April 20, 1981:

1. Contract Numbers 437, 438 and 439 over to the meeting of May 4, 1981.
2. Approve all others. Notify the offices of the Controller and the Purchaser.

May 4, 1981:

1. Contract Number 437-81 over to the meeting of May 18, 1981.
2. Approve Contract Numbers 438-81 and 439-81. Notify the offices of the Controller and the Purchaser.

Action: Approve Contract Number 437-81 provisionally. To be recalendared upon selection of Contractor.

1191-81 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol.
(Calendar Item No. 3)

- Action:
1. All requests from Department of Public Health off calendar.
 2. Approve all other requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated for the period indicated.

CLASSIFICATION AND PAY: (cont)

Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
469-81	Police Department	Hageman, Loring, Skelton, Inc.
470-81	Airports Commission	Joseph Chow, A.I.A.
471-81	Commission on Aging	Lennie Copeland
472-81	Public Utilities Commission	James Moshofsky
473-81	Public Works	Hesselberg, Keesee and Assoc.
474-81	Public Utilities Commission	Boeing Vertol Company
475-81	Public Works	Gerry Sample, Towill Inc.
476-81	Public Works	Gerry Sample, Towill Inc.
477-81	Public Works	Gerry Sample, Towill Inc.
478-81	Public Works	Karl Hawkins, Pitometer Assoc.
479-81	Public Works	Karl Hawkins, Pitometer Assoc.
480-81	Commission on Aging	Russian American Senior Center
481-81	Commission on Aging	S.F. Council of Churches
482-81	Commission on Aging	Church of the Advent
483-81	Commission on Aging	Native American Indian Senior Center
484-81	Commission on Aging	The Salvation Army
485-81	Commission on Aging	Los Mayores de Centro Latino
486-81	Commission on Aging	Western Addition Senior Service Center
487-81	Commission on Aging	United Jewish Community Centers
488-81	Commission on Aging	S.F. Home Health Service
489-81	Public Health	S.F. Council of Churches
490-81	Public Health	California Alcoholism Treatment Service Inc. (Mobile Assist. Patrol)
491-81	Public Health	California Alcoholism Treatment Service Inc. (Redwood Recovery Center)
492-81	Public Health	California Alcoholism Treatment Service Inc. (Golden Gate for Seniors)
493-81	Public Health	Center for Education and Mental Health Inc. (Iris Project)

1199-81
(CONT)

CLASSIFICATION AND PAY: (cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
494-81	Chief Administrative Office	Marian R. Chertow
495-81	Public Health	Westside Community Mental Health Center Inc. (Drug Treatment Program)
496-81	Public Health	S.F. Suicide Prevention Inc. (S.F. Drug Lines)
497-81	Public Health	Bay Area Addiction, Research and Treatment Inc. (BAART)
498-81	Public Health	Disabled Emp. Rehab., Inc.
499-81	Public Health	Westside Community Mental Health, Inc./Dr. Wylie
500-81	Public Health	Operation Concern/Carol Migden
501-81	Chief Administrative Office	Germaine Q. Wong
502-81	Chief Administrative Office	Nadine Levin
503-81	Public Health	Liberation House, Inc. (Recovery Home)
504-81	Public Health	Liberation House, Inc. (Western Area Neighborhood Outreach Program)
505-81	Public Health	Bayview Hunters Point Foundation for Community Improvement (Bayview Hunters Point Center for Problem Drinkers)
506-81	Public Health	Project Title XVI, Inc.
507-81	Public Health	Pride Foundation, Accept. House
508-81	Public Health	Henry Ohlhoff House
509-81	Public Health	Pride Foundation, 18th Street Service
510-81	Public Health	Women's Alcohol Coalition (Women's Program)
511-81	Public Health	Salvation Army - Women's Recovery Program
512-81	Public Health	Salvation Army Harbor Light Service (Detox Unit #2)
513-81	Public Health	Saint Vincent de Paul Society (Ozanam Reception Center)
514-81	Public Health	National Council on Alcoholism - Bay Area
515-81	Public Health	Latino Family Alcoholism Counseling Center

1199-81
(CONT)

CLASSIFICATION AND PAY: (cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
516-81	Public Health	Salvation Army Detoxification Unit #1
517-81	Public Health	S.A. The Bridgeway Project
518-81	Public Health	North of Market Health Council, Inc., North of Market Senior Alcohol Program
519-81	Public Health	Bayview Hunters Point Foundation for Community Improvement, Inc. Bayview Drug Treatment Program
520-81	Public Health	Youth Project., Inc. (aka) Haight - Ashbury Free Medical Clinic Bill Pone Memorial Unit
521-81	Public Health	Cole Communications
522-81	Public Health	Centro de Cambio, Inc. La Casa de Cambio
523-81	Public Health	Walden House, Inc.
524-81	Public Health	S.F. Advisory Committee on Drug Abuse (ACDA)
525-81	Public Health	John Laye
526-81	Water Department	Davey Tree Surgery Co.
527-81	Water Department	Davey Tree Surgery Co.
528-81	Controller	Arthur Anderson and Co.
529-81	Public Health	R.S. Whittemore Data Service Inc.
530-81	Public Health	S.F. Mental Health Funds, Inc./City-Wide Alcoholism Advisory Board
531-81	Retirement System	Burns International Security Service Inc.
532-81	Public Utilities Commission	Crain and Associates, Inc.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1202-81 CLASSIFICATION AND PAY: (cont)

Request from the Director of Public Works to utilize the Staff Assistant, Special Project series to serve as the Fiscal Manager in the Clean Water Program. (Calendar Item No. 6)

Action: Adopt staff report.

1. Approve utilization of Class 9744 Staff Assistant VI, Special Project (\$1174 BW) to employ a Fiscal Manager for the Clean Water Program through June 30, 1982.
2. Advise the Department of Public Works to request this position during the budget process for the Fiscal Year 1982-83. NOTE: the staff will work with the department to develop an appropriate classification for this position.
3. Approve the temporary appointment of Mr. John F. Miller to serve as a Fiscal Manager for the Clean Water Program through June 30, 1982.

1204-81 Request from the Chief Administrative Officer to utilize a class in the Staff Assistant, Special Project series to serve as the Manager of the Solid Waste Program for the Chief Administrative Officer. (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve utilization of Class 9752 Staff Assistant X, Special Project (\$1798 BW) to serve as the Manager of the Solid Waste Program.
2. Approve the temporary appointment of Vitaly B. Troyan to serve as the Manager of the Solid Waste Program through June 30, 1983.

1206-81 From Commissioner Lee: Request for reconsideration of Civil Service Commission action of April 20, 1981 in the following matters: (Calendar Item No. 2)

- (a) File Number 1163-81: Personal Services Contract Number 436-81 between the Controller and Data Directions.

April 20, 1981: Approve. Notify the offices of the Controller and the Purchaser.

- (b) File Number 3013-81: Oral Authorization Number 0406 (Class 1404 Clerk against requisition T-00106 effective April 6, 1981 through June 30, 1981) Office of the Controller.

April 20, 1981: Approve.

- (c) File Number 1166-81: Request from the Controller to utilize the Staff Assistant, Special Project series for a position in the Payroll Personnel Project.

April 20, 1981: Adopt staff report.

Action: Over to the meeting of June 1, 1981.

IN-SERVICE ACTIVITIES:

2303-81 Request for appointment above the entrance rate for employees in Class 2322 Head Nurse. (Calendar Item No. a)

Action: Approve appointment at Step 5 of the compensation schedule for certain permanent appointees, effective as of the date of Commission action; approve appointment at Step 4 of the compensation schedule for certain permanent appointees, effective as of July 1, 1981.

2314-81 Extension of Limited Tenure appointments to September 30, 1981. (Calendar Item No. 8)

Action: Adopt staff report.

1. Approve extension of Limited Tenure appointments of 12 Months or longer to September 30, 1981.
2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12 Months to September 30, 1981.

2335-81 Charter Amendment (1st draft) adding Section 3.602, relating to the appointment of an Executive Director, other appointees and employees of the Art Commission. (Calendar Item No. 9)

Action: Notify the Board of Supervisors the Civil Service Commission endorses this amendment.

2336-81 Request for appointment above the entrance rate for various employees. (Calendar Item No. b)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Mireya Clizbe 1444 Clerk Stenographer	Public Health	3
Estella Dooley 8182 Head Attorney	Public Defender	5
Ann Holton 8174 Attorney	Public Defender	3
Kathleen Raffetto 8146 District Attorney Investigator	District Attorney's Office	4
Wendy Shane 8176 Trial Attorney	Public Defender	5
Teri Sklar 8174 Attorney	Public Defender	3

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

MISCELLANEOUS:

3015-81 Matter concerning the back-dating of an authorization for a non-Civil Service employment in the Public Defender's Office. (Calendar Item No. 10)

Action: Approve the back-dating of an oral authorization for the non-Civil Service employment of Sharon Jackson from 3/16/81-3/26/81 in Class 1424 Clerk Typist (Requisition Number T-00052), Public Defender's Office; advise the Secretary of the Commission to notify the Public Defender accordingly. Further, advise the Public Defender to ensure that his department comply with Civil Service employment procedures in the future.

MISCELLANEOUS: (cont)

3016-81 From the heads of various departments requesting authorization to make non-Civil Service appointments: (Calendar Item No. c)

- | | |
|--|------------------------|
| 1. Oral Authorizations issued by EEO Unit: | 0579-0678 |
| 2. Oral Authorizations issued by Examination
Division Group I: | 6017-6034
7013-7015 |
| 3. Oral Authorizations issued by Examination
Division Group II: | 5982-6061
8228-8247 |

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 18, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation..

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Reconsideration of administrative action taken on March 24, 1981 under Civil Service Commission Rule 25, Section 25.02, in the Automatic Resignation of Ana Ayala, Class 2312 Licensed Vocational Nurse, 35/E-61, Department of Public Health, San Francisco General Hospital Medical Center, 03/06/81. (All Commissioner granted request). (Calendar Item No. 26) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed by the Department of Public Health.

Jesus Barragan, 1242 Personnel Analyst, LT, Public Utilities Commission, Bureau of Administration, 03/26/81. (Calendar Item No. 24) (6)

Action: Over to the meeting of June 1, 1981.

Bennie Beans, 9163 Transit Operator, 223/E-113, Public Utilities Commission, San Francisco Municipal Railway, 04/05/81. (Calendar Item No. 16) (4)

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Dismiss from the service. Under waiver for employment in position involving operation of motor vehicle for 5 - years. Future employment as an operator subject to review and approval of General Manager, Personnel.

Dudley Brown, 1402 Junior Clerk, CETA, Public Defender Office, 04/28/81. (Calendar Item No. 14) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Defender Office.

Earl Ronald Dixon, 2903 Eligibility Worker, 100/E-11, Department of Social Services, Food Stamps, 02/13/81. (Calendar Item No. 23) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Walter D. Fornal, 7313 Automotive Machinist, LT, Public Utilities Commission, San Francisco Water Department, 04/23/81. (Calendar Item No. 27) (3)

Action: Off calendar.

Michelle Geray, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 03/25/81. (Calendar Item No. 11) (1)

April 6, 1981: Over to the meeting of May 18, 1981.

Action: Over to the meeting of June 1, 1981.

Deborah Gerson, 2320 Registered Nurse, LT, Department of Public Health, Jail Medical Services, 01/19/81. (Calendar Item No. 20) (6)

Action: No restriction on future employment.

Wilmon S. Ingram, 7372A Apprentice Stationary Engineer, LT, Department of Public Works, Water Pollution Control, 04/07/81. (Calendar Item No. 12) (1)

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Over to June 1, 1981. Mr. Ingram to submit a fully narrated medical report for the periods February 6, 1981 to March 6, 1981 and March 20, 1981 to April 7, 1981. Such report to contain a statement from the physician as to whether he was able to work doing these periods.

Rickie W. Jones, 9163 Transit Operator, 2/E-112, Public Utilities Commission, San Francisco Municipal Railway, 04/28/81. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Request for reconsideration of Civil Service Commission action of April 20, 1981: Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office, Family Support Bureau, 03/18/81. (Calendar Item No. 30) (1)

April 20, 1981: Off calendar.

Action: 1. Grant request of District Attorney to reconsider.
2. Staff directed to investigate circumstances surrounding incident leading to termination.
3. Recalendar termination of Limited Tenure appointment upon completion of investigation.

Joseph M. Medina, Q-2 Police Officer, 20/E-92, San Francisco Police Department, Company A, 04/26/81. (Calendar Item No. 21) (6)

Action: Over to the meeting of June 15, 1981.

Thomas O'Guinn, 9163 Transit Operator, 495/E-112, Public Utilities Commission, San Francisco Municipal Railway, 04/05/81. (Calendar Item No. 17) (4)

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Return name to list under waiver until evidence is submitted of satisfactory progress in a rehabilitation program and waiver is removed by General Manager, Personnel.

Richard Shambaugh, 9910 Multi Service Worker, CETA, Sheriff's Office, Prisoner Services, 05/05/81. (Calendar Item No. 15) (1)

Action: Over to the meeting of June 15, 1981.

Robert Sheneman, 9160 Assistant Transit Dispatcher, 47/E-3, Public Utilities Commission, San Francisco Municipal Railway, 04/17/81. (Calendar Item No. 25) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Norma Jean Stern, 1426 Senior Clerk Typist, 4/E-52, San Francisco Police Department, Support Services Bureau, 04/17/81. (Calendar Item No. 22) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reconsideration of Civil Service Commission action of March 16, 1981: (Commissioner Lee, Powell and Salomon):

Juanita A. Stockwell, Q-2 Police Officer, 317/E-91, San Francisco Police Department, Communications, 02/05/81. (Calendar Item No. 19) (4)

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: No restriction on future employment.

Action: Over to the meeting of June 1, 1981.

Siam Thomas, 9163 Transit Operator, 1518/E-112, Public Utilities Commission, San Francisco Municipal Railway, 03/30/81. (Calendar Item No. 18) (4)

April 20, 1981: Over to the meeting of May 4, 1981.

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Walter Varakin, 9736 Staff Assistant II, LT, Mayor's Office of Employment and Training, Program Audit Unit, 04/28/81. (Calendar Item No. 13) (1)

May 4, 1981: Over to the meeting of May 18, 1981.

Action: Over to the meeting of June 1, 1981. Mr. Varakin to submit a list of witnesses proposed to be called together with a description of what testimony is expected to be elicited if allowed to be called with an attachment detailing all documents expected to be introduced. These submissions to be delivered to the Assistant Secretary no later than 12 Noon on Tuesday, May 26, 1981 in Room 153 City Hall and a copy to be delivered simultaneously to the Mayor's Office of Employment and Training.

Grover C. Verner, 9163 Transit Operator, V89/E-105, Public Utilities Commission, San Francisco Municipal Railway, 04/28/81. (Calendar Item No. 29) (7)

Action: Over to the meeting of June 1, 1981.

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Calendar - Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 1, 1981

PART I - 2:00 P.M.

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Salomon
Commissioner Lee Presided.

DOCUMENT 100-1
JUN 1 1981

MINUTES: Regular Meeting of May 18, 1981

Action: Approve.

SPECIAL ORDER OF BUSINESS:

The Commission elected Louis Hop Lee, President and Carlota Texidor del Portillo, Vice President, for a term of office expiring May 31, 1982.

CLASSIFICATION AND PAY:

1206-81 From Commissioner Lee: Request for reconsideration of Civil Service Commission action of April 20, 1981 in the following matters: (Calendar Item No. 1)

- (a) File Number 1163-81: Personal Services Contract Number 436-81 between the Controller and Data Directions.
- April 20, 1981: Approve. Notify the offices of the Controller and the Purchaser.
- (b) File Number 3013-81: Oral Authorization Number 0406 (Class 1404 Clerk against requisition T-00106 effective April 6, 1981 through June 30, 1981) Office of the Controller.
- April 20, 1981: Approve.
- (c) File Number 1166-81: Request from the Controller to utilize the Staff Assistant, Special Project series for a position in the Payroll Personnel Project.
- April 20, 1981: Adopt staff report.
- May 18, 1981: Over to the meeting of June 1, 1981.
- Action: Over to the meeting of June 15, 1981.

1219-81 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
533-81	Asian Art Museum	Rene-Yvon d'Argence
534-81	Social Services	Steven Wolf, MA
535-81	Social Services	Chris Washington
536-81	Social Services	Jane Ramon, MSW
537-81	Social Services	Lucy Berliner, MSW
538-81	Mayor's Economic Development Council	Kelly Services
539-81	Art Commission	S.F. Symphony - John Gidwitz

CLASSIFICATION AND PAY: (cont)

1219-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	540-81	Art Commission	Saw Dust Art Works/ Gary Apthekar
	541-81	Art Commission	Precita Eyes Muralists
	542-81	Art Commission	Fran Valesco
	543-81	Public Works	Geo - Resource Con- sultants
	544-81	Public Utilities Commission	Kristin Bergstrom
	545-81	Public Utilities Commission	Vicki Graham
	546-81	Public Utilities Commission	NCR Corporation
	547-81	Public Utilities Commission	Pankin & Associates
	548-81	Public Health	Baker Places, Inc.
	549-81	Public Health	Progress Foundation
	550-81	Public Health	Progress Foundation
	551-81	Public Health	Chinese Newcomers Service Center
	552-81	Public Health	Saint Mary's Hospital and Medical Center, McAuley Institute
	553-81	Public Health	S.F. Medical Center Outpatient Improvement Program, Inc.
	554-81	Public Health	S.F. Educational Services, Inc.
	555-81	Chief Administrative Officer	Morrison & Foerster, Attorneys
	556-81	Chief Administrative Officer	CSI Resources, Inc.
	557-81	Public Works	Robert J. Carlson

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2250-81 Request for appointment above the entrance rate for appointees and employees in Class 2320 Registered Nurse and Class 2340 Operating Room Nurse assigned to San Francisco General Hospital, Emergency Medical Services and Jail Medical Services. (Calendar Item No. a)

Action: Approve appointments at Step 5 of the compensation schedule for permanent appointees and Step 5 adjustments for current permanent employees not at that step, assigned to San Francisco General Hospital, Emergency Medical Services and Jail Medical Services effective June 30, 1981.

IN-SERVICE ACTIVITIES: (cont)

- 2374-81 Status appointment to Class 2910 Social Worker. (Calendar Item No. 3)
- Action: Adopt staff report. Grant Frances Malone permanent status to Class 2910 Social Worker in accordance with Civil Service Commission Rule 32.
- 2375-81 Status appointment to Class 1864 Senior Systems and Procedures Analyst. (Calendar Item No. 4)
- Action: Adopt staff report. Grant George Wertheim permanent status to Class 1864 Senior Systems and Procedures Analyst in accordance with Civil Service Commission Rule 32.
- 2379-81 Staff proposals regarding Charter Amendments affecting Classification, Examination, Appointment and Salary Administration activities. (Calendar Item No. 5)
- Action: Submitted for consideration and public hearing on June 15, 1981.
- 2380-81 Requests for approval of appointments above the entrance rate for two employees in Class 8174 Civil Attorney, Public Defender's Office. (Calendar Item No. b)
- Action: Approve appointments of Melinda Connor, Class 8174 Civil Attorney, Step 2 and Grant Tomioka, Class 8174 Civil Attorney, Step 3 Public Defender's Office, pending the Controller's certification that funds are available.

MISCELLANEOUS:

- 3017-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. c)
1. Oral Authorizations issued by EEO Unit: 0908
0679-0754
 2. Oral Authorizations issued by Examination
Division Group I: 6035-6039
7016
 3. Oral Authorizations issued by Examination
Division Group II: 6061-6200
8248-8249
- Action: 1. Approve oral authorizations issued by EEO Unit and Examination Division Group I.
2. Oral authorizations issued by Examination Division Group II off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 1, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Jesus Barragan, 1242 Personnel Analyst, LT, Public Utilities Commission, Bureau of Administration, 03/26/81. (Calendar Item No. 15) (6)

May 18, 1981: Over to the meeting of June 1, 1981.

Action: Off calendar.

Michael Dulay, Q-2 Police Officer, 176/E-92, San Francisco Police Department, Support Services Bureau, 05/15/81. (Calendar Item No. 12) (4)

Action: No future employment as a Class Q-2 Police Officer.

Ralph Elliott, 1424 Clerk Typist, 19/CPE-1, Juvenile Court, Juvenile Hall, 05/08/81. (Calendar Item No. 13) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Michelle Geray, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 03/25/81. (Calendar Item No. 9) (1)

April 6, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Over to the meeting of June 1, 1981.

Action: Off calendar.

Loueles Giles, 9910 Paramedic Trainee, CETA, Department of Public Health, Emergency Medical Services, 03/10/81. (Calendar Item No. 10) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Dennis D. Harsh, 1446 Senior Clerk Stenographer, 6/E-105, Department of Public Works, Building Inspection, 05/05/81. (Calendar Item No. 17) (6)

Action: Approve. Not to be employed again by the Department of Public Works.

Wilmon S. Ingram, 7372A Apprentice Stationary Engineer, LT, Department of Public Works, Water Pollution Control, 04/07/81. (Calendar Item No. 7) (1)

May 4, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Over to June 1, 1981. Mr. Ingram to submit a fully narrated medical report for the periods February 6, 1981 to March 6, 1981 and March 20, 1981 to April 7, 1981. Such report to contain a statement from the physician as to whether he was able to work doing these periods.

Action: Disapprove. Reinstate to position. All future absences for illness must be reviewed by a Civil Service Commission designated physician.

Karen Loughridge, 2903 Eligibility Worker, 281/E-6, Department of Social Services, AFDC, 05/12/81. (Calendar Item No. 21) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Eva Luden, 2585 Health Worker I, CETA, Department of Public Health, San Francisco General Hospital Medical Center, 04/21/81. (Calendar Item No. 16) (6)

Action: Off calendar.

John T. Murphy, Q-2 Police Officer, 10/E-80, San Francisco Police Department, Crime Prevention Education, 04/29/81. (Calendar Item No. 24) (7)

Action: Over to the meeting of June 15, 1981.

Daniel C. McCaskill, 7334 Stationary Engineer, 24/E-22, Department of Public Health, San Francisco General Hospital Medical Center, 05/12/81. (Calendar Item No. 14) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Jamie J. Ongpin, Q-2 Police Officer, 34/E-92, San Francisco Police Department, Company A, 05/10/81. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Charles Regan, 9163 Transit Operator, 54/E-89, Public Utilities Commission, San Francisco Municipal Railway, 05/11/81. (Calendar Item No. 23) (7)

Action: Over to the meeting of June 15, 1981.

Eric K. Schwartz, Q-2 Police Officer, 6/E-92, San Francisco Police Department, Company A, 05/04/81. (Calendar Item No. 18) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reconsideration of Civil Service Commission action of March 16, 1981:
(Commissioners Lee, Powell and Salomon):

Juanita A. Stockwell, Q-2 Police Officer, 317/E-91, San Francisco Police Department, Communications, 02/05/81. (Calendar Item No. 11) (4)

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: No restriction on future employment.

May 18, 1981: Over to the meeting of June 1, 1981.

Action: Sustain action of March 16, 1981. (Vote of 3 to 1: Commissioner Lee dissents)

Ronald H. Terashima, Q-2 Police Officer, 23/E-92, San Francisco Police Department, Company A, 05/07/81. (Calendar Item No. 19) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Walter Varakin, 9736 Staff Assistant II, LT, Mayor's Office of Employment and Training, Program Audit Unit, 04/28/81. (Calendar Item No. 8)

May 4, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Over to the meeting of June 1, 1981. Mr. Varakin to submit a list of witnesses proposed to be called together with a description of what testimony is expected to be elicited if allowed to be called with an attachment detailing all documents expected to be introduced. These submissions to be delivered to the Assistant Secretary no later than 12 Noon on Tuesday, May 26, 1981 in Room 153 City Hall and a copy to be delivered simultaneously to the Mayor's Office of Employment and Training.

June 1, 1981: Over to the meeting of June 15, 1981.

Grover C. Verner, 9163 Transit Operator, V89/E-105, Public Utilities Commission, San Francisco Municipal Railway, 04/28/81. (Calendar Item No. 22)

May 18, 1981: Over to the meeting of June 1, 1981.

Action: No future employment in position involving the handling of money. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Public

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DOCUMENTS DEPT.

REGULAR MEETING - PART I

JUN 15 1981

JUNE 15, 1981

SAN FRANCISCO
PUBLIC LIBRARY

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Haile (Items Missed 8 through 31 of Regular Calendar)
Commissioner Powell
Commissioner Salomon (Items Missed Consent Calendar and Approval of Minutes)
Excused: Commissioner Texidor del Portillo
Commissioner Lee Presided.

MINUTES: Regular Meeting of June 1, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1179-81 Request to utilize two positions in the Staff Assistant, Special Project series, Public Utilities Commission. (Calendar Item No. 4)

Action: Adopt staff report.

1. Approve utilization of one position in Class 9734 Staff Assistant I, Special Project and one position in Class 9736 Staff Assistant II, Special Project, through September 30, 1981.
2. Approve appointments of John Defenbaugh and Steven Johnson to Class 9734 and 9736 respectively.

1206-81 From Commissioner Lee: Request for reconsideration of Civil Service Commission action of April 20, 1981 in the following matters: (Calendar Item No. 3)

(a) File Number 1163-81: Personal Services Contract Number 436-81 between the Controller and Data Directions.

April 20, 1981: Approve. Notify the offices of the Controller and the Purchaser.

(b) File Number 3013-81: Oral Authorizations Number 0406 (Class 1404 Clerk against requisition T-00106 effective April 6, 1981 through June 30, 1981) Office of the Controller.

April 20, 1981: Approve.

(c) File Number 1166-81: Request from the Controller to utilize the Staff Assistant, Special Project series for a position in the Payroll Personnel Project.

April 20, 1981: Adopt staff report.

May 18, 1981: Over to the meeting of June 1, 1981.

June 1, 1981: Over to the meeting of June 15, 1981.

Action: Off calendar.

ITEM NO. CLASSIFICATION AND PAY: (cont')

1237-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
558-81	Public Works	Dr. John E. Westfall
559-81	Public Works	Harding-Lawson Associates
560-81	Public Works	Jack Hopkins
561-81	Public Works	Brown & Caldwell; Steve Fisher
562-81	Public Works	Brown & Caldwell
563-81	Airports Commission	Interior Landscape Design
564-81	Airports Commission	Dieter C. Rapp
565-81	Controller	The Integral Difference
566-81	Controller	Mariposa of Northern California, Inc.
567-81	Controller	DASD Corporation
568-81	Controller	Neu Computing Services, Inc.
569-81	Public Health	Superior Business Services (Steve Patterson)
570-81	Public Health	Youth Campus
571-81	Public Health	Youth Projects, Inc. (Jail Psychiatric Services)
572-81	Public Health	Conrad House, c/o Robert Solodow
573-81	Public Health	S.F. Senior Center
574-81	Public Health	California League for the Handicapped
575-81	Public Health	Orah Krug
576-81	Public Health	Progress Foundation
577-81	Public Health	Richmond Area Multi-Services, Inc.
578-81	Public Health	S.F. Council of Churches
579-81	Public Health	Baker Places, Inc.
580-81	Public Health	Pacific Medical Center, (George Hunt)
581-81	Public Health	Bitsmith Software, Inc. (Arnold Kochman)
582-81	Public Health	Data Processing and Accounting Systems
583-81	Public Health	Bitsmith, Inc.

CLASSIFICATION AND PAY: (cont)

1237-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	584-81	Public Health	Youth Projects, Inc - Haight Ashbury Free Clinic
	585-81	Public Health	Marshall & Steven, Inc.
	586-81	Public Health	Rodney J. Shapiro
	587-81	Public Health	R. Hunter Morey
	588-81	War Memorial/ Performance Arts Center	Performing Arts Center Foundation
	589-81	Art Commission	Lyn Freeman
Action:	1. Contract Numbers 563, 564 and 632 over to the meeting of July 6, 1981. 2. Approve all others as amended by addendum. Notify the offices of the Controller and the Purchaser.		

1241-81	Requests from the Commission on Aging for approval of Proposed Personal Services Contracts. (Calendar Item No. 6)
Action:	Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2379-81	Staff proposals regarding Charter amendments affecting Classification, Examination, Appointment and Salary Administration activities. (Calendar Item No. 1)
June 1, 1981:	Submitted for consideration and public hearing on June 15, 1981.
Action:	Over to the Special Meeting of June 24, 1981.
2414-81	Status appointment to Class 2593 Health Program Coordinator III. (Calendar Item No. 2)
Action:	Adopt staff report. Grant William A. McConnell permanent status to Class 2593 Health Program Coordinator III in accordance with Civil Service Commission Rule 32.

2415-81	Request for appointment above the entrance rate for various employees. (Calendar Item No. a)
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<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Sharon Christensen 1512 Confidential Secretary and Executive Assistant to Public Defender	Public Defender	3
Audrey Gabrielson 1458 Legal Stenographer	City Attorney	5
Roger L. Peters 9387 Port Traffic Manager	Port Commission	2
Susan Rutberg 8174 Civil Attorney	Public Defender	3

Action: Approve appointments at the step indicated, pending the Controller's certification that funds are available.

MISCELLANEOUS:

3018-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. b)

1. Oral Authorizations issued by EEO Unit: 0755-0863
2. Oral Authorizations issued by Examination Division Group I: 9000-9001
3. Oral Authorizations issued by Examination Division Group II: 6182-6321
8248-8250

Action: Approve.

3019-81 Requests from various departments to back-date requisitions. (Calendar Item No. c)

T-00048	1/1/81-2/25/81	8450 Criminal Justice Specialist I	District Attorney's Office
T-00049	1/1/81-2/25/81	8450 Criminal Justice Specialist I	District Attorney's Office
T-00050	1/1/81-2/25/81	1426 Senior Clerk Typist	District Attorney's Office
F-04190	3/22/81	2230 Physician Specialist	Department of Public Health, Community Mental Health Services

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40111-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 7)

Action: Sustain denial of protest from Lieutenant James R. LaBrash

40125-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 8)

Action: Over to the Special Meeting of June 24, 1981.

40126-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 9)

Action: Sustain denial of protests from Lieutenant Roger Maloney and William Scheffler.

40130-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 10)

Action: Sustain denial of protest of Lieutenant Vincent J. Senatore.

40155-81 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1981-82. (Calendar Item No. 31)

Action: Over to the Special Meeting of June 24, 1981.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 15, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Herbert Albert, Q-2 Police Officer, 42/E-33, San Francisco Police Department, Planning and Research, 05/06/81. (Calendar Item No. 24) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Dennis Armstrong, Q-2 Police Officer, 118/E-92, San Francisco Police Department, Support Services Bureau, 05/12/81. (Calendar Item No. 22) (6)

Action: Under waiver for future employment in Class Q-2 Police Officer until satisfactorily completes one year of employment. Eligible to participate in next examination for Class Q-2 Police Officer. No other restriction on employment.

John Bothnel, 8320 Counselor, LT, Juvenile Court, 05/15/81. (Calendar Item No. 27) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Dennis K. Chambers, 8218 Muni Transit Police Officer, LT, San Francisco Police Department, Muni Transit, 05/11/81. (Calendar Item No. 25) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Frances Denny, 2320 Registered Nurse, LT, Department of Public Health, Laguna Honda Hospital, 05/26/81. (Calendar Item No.15) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Raymond J. Fabiani, Q-2 Police Officer, 63/E-92, San Francisco Police Department, Company A, 05/19/81. (Calendar Item No. 23) (6)

Action: Under waiver for future employment in Class Q-2 Police Officer until satisfactorily completes one year of employment. Eligible to participate in next examination for Class Q-2 Police Officer. No other restriction on employment.

Request for reconsideration of Civil Service Commission action of April 20, 1981:

Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office, Family Support Bureau, 03/18/81. (Calendar Item No. 12) (1)

April 20, 1981: Off Calendar.

May 18, 1981:

1. Grant request of District Attorney to reconsider.
2. Staff directed to investigate circumstances surrounding incident leading to termination.
3. Recalendar termination of Limited Tenure appointment upon completion of investigation.

Action: Over to the meeting of July 6, 1981.

John E. LaCome, 9910 Public Service Trainee, CETA, Department of Public Works, Street Cleaning, 05/15/81. (Calendar Item No. 17) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Donald Lewis, 2709 School Custodian, 127.5/E-52, San Francisco Community College District, 05/27/81. (Calendar Item No. 11) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Ernida Leyesa, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 04/24/81. (Calendar Item No. 16) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Sharon Martenson, 1446 Senior Clerk Stenographer, 4/E-125, Civil Service Commission, Salary Standardization, 06/08/81. (Calendar Item No. 30) (3)

Action: Off Calendar.

James R. Mattias, 7502 Asphalt Worker, 5/E-6, Department of Public Works, Bureau of Street Repair, 04/15/81. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Joseph M. Medina, Q-2 Police Officer, 20/E-92, San Francisco Police Department, Company A, 04/26/81. (Calendar Item No. 21) (6)

May 18, 1981: Over to the meeting of June 15, 1981.

Action: Under waiver for future employment in Class Q-2 Police Officer until satisfactorily completes one year of employment. Eligible to participate in next examination for Class Q-2 Police Officer. No other restriction on employment.

John T. Murphy, Q-2 Police Officer, 10/E-80, San Francisco Police Department, Crime Prevention Education, 04/29/81. (Calendar Item No. 28) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

Action: Over to the meeting of July 6, 1981.

Charles Regan, 9163 Transit Operator, 54/E-89, Public Utilities Commission, San Francisco Municipal Railway, 05/11/81. (Calendar Item No. 29) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

Action: Off Calendar. Mr. Regan to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County pending final decision.

Richard Shambaugh, 9910 Multi Service Worker, CETA, Sheriff's Office, Prisoner Services, 05/05/81. (Calendar Item No. 14) (1)

May 18, 1981: Over to the meeting of June 15, 1981.

Action: Off Calendar. Mr. Shambaugh to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County until final decision made.

Joseph Smith, 1424 Clerk Typist, 58/E-1, Airports Commission, Maintenance, 06/02/81. (Calendar Item No. 20) (4)

Action: Return name to list. Not to be employed again by the Airports Commission.

Jimmy D. Taylor, 9910 Public Service Trainee, CETA, War Memorial, 06/03/81. (Calendar Item No. 18) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the War Memorial.

Walter Varakin, 9736 Staff Assistant II, LT, Mayor's Office of Employment and Training, Program Audit Unit, 04/28/81. (Calendar Item No. 13) (1)

May 4, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Over to the meeting of June 1, 1981. Mr. Varakin to submit a list of witnesses proposed to be called together with a description of what testimony is expected to be elicited if allowed to be called with an attachment detailing all documents expected to be introduced. These submissions to be delivered to the Assistant Secretary no later than 12 Noon on Tuesday, May 26, 1981 in Room 153 City Hall and a copy to be delivered simultaneously to the Mayor's Office of Employment and Training.

June 1, 1981: Over to the meeting of June 15, 1981.

Action: Over to the meeting of July 6, 1981. A copy of any documents which will be introduced by either party must be forwarded to the other side 24 business hour in advance of meeting.

Derraul Washington, 9910 Public Service Trainee, CETA, War Memorial, 06/03/81.
(Calendar Item No. 19) (1)

Action: Approve. Cancel all current examination and eligibility status.
 Future employment subject to review and approval of the General
 Manager, Personnel after satisfactory completion of one year's
 work experience outside the City and County service. Not to be
 employed again by the War Memorial.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Carlota Texidor del Portillo
Allen Haile
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

JUNE 24, 1981

1:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon

Excused: Commissioner Haile
Commissioner Lee Presided.

CLASSIFICATION AND PAY:

1252-81 Approval of proposed Personal Services Contract between the Public Utilities Commission, Utilities Engineering Bureau and the United States Department of the Interior, National Park Service, Western Regional Office. (Calendar Item No. 3)

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2379-81 Staff proposals regarding Charter amendments affecting Classification, Examination, Appointment and Salary Administration activities. (Calendar Item No. 4)

June 1, 1981: Submitted for consideration and public hearing on June 15, 1981.

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action:

1. Proposed amendment to Section 2.203-3 - Administrative Assistants and Stenographic Aides to members of the Board of Supervisors: withdrawn by staff.
2. Proposed amendment to Section 8.321 - Examination of Applicants: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.
3. Proposed amendment to Section 8.329 - Certification of Eligibles: Rule of Three: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.
4. Proposed amendment to Section 8.330 - Duration of List of Eligibles: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.
5. Proposed amendment to Section 8.346 - Disciplinary Action Against Striking Employees Other Than Members of Police and Fire Departments: withdrawn by staff.
6. Proposed amendment to Section 8.407 - Definition of Generally Prevailing Rates of Wages: withdrawn by staff.

IN-SERVICE ACTIVITIES: (cont')

2490-81 Proposed Charter Amendments to Sections 3.672, 8.405-1, 8.405, and 8.329.
(Calendar Item No. 5)

- Action:
1. Proposed amendment to Section 3.672 - relating to the Secretary-General Manager and Actuary of the Retirement System: off calendar.
 2. Proposed amendment to Section 8.405-1 - relating to Police Department Bomb Squad and hazard pay therefor: notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed amendment in its present form, but would endorse if amended to provide for hazard duty pay when police officers assigned to the Bomb Squad are actually performing duties related to the dismantlement and disposal of explosive devices.
 3. Proposed amendment to Section 8.405 - relating to salaries of uniformed forces in the Police and Fire Departments: notify the Board of Supervisors that the Civil Service Commission neither opposes nor endorses the resubmission of this proposed Charter amendment.
 4. Proposed amendment to Section 8.329 - relating to certification of eligible temporary employees for appointment to a permanent civil service classification: notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed Charter amendment in its present form.

RECRUITMENT AND EXAMINATION:

40125-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 1)

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action: Sustain denial of appeal of Lieutenant Charles F. Beene.

40155-81 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1981-82. (Calendar Item No. 2)

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action: Over to the meeting of July 6, 1981.

40172-81 Request to extend the eligible list for Class 2940 Child Welfare Worker (CPE-1; adopted June 26, 1979). (Calendar Item No. 2A)

Action: Deny request. Notify petitioners that the Civil Service Commission is precluded by Charter from extending the duration of eligible lists once the terms of an examination announcement are final.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Carlota Texidor del Portillo
Allen Haile
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

JUNE 24, 1981

1:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon

Excused: Commissioner Haile
Commissioner Lee Presided.

CLASSIFICATION AND PAY:

1252-81 Approval of proposed Personal Services Contract between the Public Utilities Commission, Utilities Engineering Bureau and the United States Department of the Interior, National Park Service, Western Regional Office. (Calendar Item No. 3)

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2379-81 Staff proposals regarding Charter amendments affecting Classification, Examination, Appointment and Salary Administration activities. (Calendar Item No. 4)

June 1, 1981: Submitted for consideration and public hearing on June 15, 1981.

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action: 1. Proposed amendment to Section 2.203-3 - Administrative Assistants and Stenographic Aides to members of the Board of Supervisors: withdrawn by staff.

2. Proposed amendment to Section 8.321 - Examination of Applicants: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.

3. Proposed amendment to Section 8.329 - Certification of Eligibles: Rule of Three: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.

4. Proposed amendment to Section 8.330 - Duration of List of Eligibles: notify the Board of Supervisors that the Civil Service Commission recommends that this proposed amendment not be submitted.

5. Proposed amendment to Section 8.346 - Disciplinary Action Against Striking Employees Other Than Members of Police and Fire Departments: withdrawn by staff.

6. Proposed amendment to Section 8.407 - Definition of Generally Prevailing Rates of Wages: withdrawn by staff.

IN-SERVICE ACTIVITIES: (cont')

2490-81 Proposed Charter Amendments to Sections 3.672, 8.405-1, 8.405, and 8.329.
(Calendar Item No. 5)

- Action:
1. Proposed amendment to Section 3.672 - relating to the Secretary-General Manager and Actuary of the Retirement System: off calendar.
 2. Proposed amendment to Section 8.405-1 - relating to Police Department Bomb Squad and hazard pay therefor: notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed amendment in its present form, but would endorse if amended to provide for hazard duty pay when police officers assigned to the Bomb Squad are actually performing duties related to the dismantlement and disposal of explosive devices.
 3. Proposed amendment to Section 8.405 - relating to salaries of uniformed forces in the Police and Fire Departments: notify the Board of Supervisors that the Civil Service Commission neither opposes nor endorses the resubmission of this proposed Charter amendment.
 4. Proposed amendment to Section 8.329 - relating to certification of eligible temporary employees for appointment to a permanent civil service classification: notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed Charter amendment in its present form.

RECRUITMENT AND EXAMINATION:

40125-81 Appeal of San Francisco Police Department Consent Decree Division denial of candidate's protest on Q-80 Captain Examination. (Calendar Item No. 1)

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action: Sustain denial of appeal of Lieutenant Charles F. Beene.

40155-81 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1981-82. (Calendar Item No. 2)

June 15, 1981: Over to the Special Meeting of June 24, 1981.

Action: Over to the meeting of July 6, 1981.

40172-81 Request to extend the eligible list for Class 2940 Child Welfare Worker (CPE-1; adopted June 26, 1979). (Calendar Item No. 2A)

Action: Deny request. Notify petitioners that the Civil Service Commission is precluded by Charter from extending the duration of eligible lists once the terms of an examination announcement are final.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

STANDING COMMITTEE ON AFFIRMATIVE ACTION

COMMITTEE MEETING

JUNE 30, 1981

4:30 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Lee Presided

SCAA 1-81 From the Human Rights Commission: Recommended City Policy prohibiting Sexual Harassment.

February 18, 1981: Refer to the Standing Committee on Affirmative Action. (CSC)

March 12, 1981: Off calendar at the call of the Chair. Human Rights Commission to submit a set of examples of sexual harassment and to submit documentation of cases or complaints of sexual harassment received by that agency from City and County employees for the past three years. (SCAA)

Action: Refer to staff to redraft proposed language to incorporate all relevant Federal and State laws and regulations and to prepare draft of plan for the dissemination of and the training in the policy for City and County employees.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 6, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

JUL 14 1981

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile (Items Missed 22,23,24,28,39 and 40 of Part II Calendar)
Commissioner Salomon
Excused: Commissioner Powell
Commissioner Lee Presided

MINUTES: Regular Meeting of June 15, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1124-81 Classification survey of the Mayor's Office of Employment and Training.
(Calendar Item No. 2)

- Action:
1. Grant appeal of Isaac Cunningham. (Vote of 3 to 1: Commissioner Lee dissents)
 2. Grant appeal of Jane Krevich. (Vote of 3 to 1: Commissioner Lee dissents)
 3. Staff to reaudit position of Joyce Thomas.
 4. Adopt remainder of staff report.

1237-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
563-81	Airports Commission	Interior Landscape Design
564-81	Airports Commission	Dieter C. Rapp
632-81	Public Health	S.F. Suicide Prevention Inc. Dorothy Stapp

June 15, 1981: Over to the meeting of July 6, 1981.

- Action:
1. Approve Contract Number 632-81. Notify the offices of the Controller and the Purchaser.
 2. Contract Numbers 563-81 and 564-81 off calendar. Commissioner Salomon appointed a Committee of One to review proposed contracts and to report back to the Commission.

1259-81 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
635-81	Social Services	Glide Memorial Church
636-81	Social Services	Michael Howe, Ph.D.
637-81	Public Utilities Commission	Robert G. Venable

CLASSIFICATION AND PAY: (cont')

1259-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	638-81	Public Utilities Commission	Earth Sciences Associates
	639-81	Public Utilities Commission	James M. Montgomery
	640-81	Public Utilities Commission	Canon Kip Community House
	641-81	Public Works	Woodward Clyde Con- sultants (Jeff Gilman)
	642-81	Public Health	Chinatown North Beach Family Planning Services. Inc.
	643-81	Public Health	H.H. Brady, D.D.S.
	644-81	Public Health	Hospital Temporaries
	645-81	Public Health	Bayview Hunter's Point Foundation for Com- munity Improvement
	646-81	Public Health	Enrst & Whinney, C.P. A.'s
	647-81	Public Health	Enrst & Whinney, (Bob Gill)
	648-81	Public Health	Langley Porter Institute
	649-81	Public Health	James D. Vorrises
	650-81	Public Health	Virginia Yamate, KGO-TV, Ass't Community Affairs Director
	651-81	Public Health	Ken Jaffee
	652-81	Public Health	Conard House, c/o Robert Solodow
	653-81	Public Health	University of California S.F.; Department of Psychiatry Program Evaluation Service
	654-81	Public Health	Dr. Phillip Darney
	655-81	Public Health	Chinatown North Beach Family Planning Services Inc.
	656-81	Port Commission	University of California Davis
	657-81	Port Commission	Gleason Associates, Inc.
	658-81	Mayor's Economic Development Council	Debra Bogut
	659-81	Employees' Retirement System	Howard, Prim, Rice, Canady and Pollak

CLASSIFICATION AND PAY: (cont')

1259-81 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	660-81	Chief Administrative Officer	S.F. Society for the Prevention of Cruelty to Animals
	661-81	Chief Administrative Officer	Dwight C. Brown
	662-81	Art Commission	Elio Benvenuto
	663-81	Airports Commission	Crothall Systems, Inc.
Action:	1. Contract Numbers 635-81 and 636-81 over to the meeting of July 20, 1981.		
	2. Approve all others; notify the offices of the Controller and the Purchaser.		

1260-81 Classification survey of position in San Francisco Unified School District. (Calendar Item No. a)

<u>DEPARTMENT</u>	<u>No. of Pos.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
S.F. Unified School District	1	7514 General Laborer Sch. 37.3 \$580B701	SAME Performs a variety of manual labor duties including loading and unloading construction supplies, mixing concrete, cleaning up materials and debris around work sites.

Action: Adopt staff report; amend Annual Salary Ordinance accordingly.

1262-81 Review of request for approval of Proposed Personal Services Contract, Civil Service Commission, Classification Survey, Contract Number 664-81. (Calendar Item No. 4)

Action: Approve contract with Ralph Anderson and Associates; notify the office of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2013-81 Departmental Affirmative Action Plan of the Purchasing Department. (Calendar Item No. 5)

Action: Adopt Departmental Affirmative Action Plan for the Purchasing Department.

2497-81 Request for Supplemental Appropriation, Civil Service Commission, Tuition Reimbursement. (Calendar Item No. 6)

Action: Approve Request for Supplemental Appropriation for \$25,000.00 Fiscal Year 1981-82, Tuition Reimbursement, as agreed between the Board of Supervisors and employee organizations, and forward to the Office of the Mayor.

2498-81 Commendation for Donald J. Pistolesi, Assistant Division Manager, Personnel, Civil Service Commission. (Commissioner Salomon) (Calendar Item No. 9)

Action: Approve.

IN-SERVICE ACTIVITIES: (cont')

2499-81 Status report of Budget Request for Fiscal Year 1981-82. (Calendar Item No. 7)

- April 6, 1981:
1. Reduce Examination Program in the required amounts to effect the required savings at both levels of funding.
 2. Staff directed to discontinue issuance of oral authorizations and the validation of limited tenure appointments effective July 1, 1981.
 3. Submit Supplemental Budget Request to provide for full funding of all activities of the Civil Service Commission. (Vote of 5 to 0).

Action: Rescind action of April 6, 1981.

2508-81 Charter amendment (second draft), amending Section 8.329 relating to Certification of Eligible Temporary Employees for appointment to permanent Civil Service positions. (Calendar Item No. 9E)

Action: The Civil Service Commission does not endorse this amendment and directed that the Board be informed that the Commission is also concerned with the number of persons under temporary appointment but prefers to remedy the situation by conducting examinations.

2509-81 Requests for appointment above the entrance rate for various employees. (Calendar Item No. b)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
John Oppenheim 8178 Senior Attorney	District Attorney	2
Sheila Starr 9253 Director, Bureau of Community Affairs	Airports Commission	5

Action:

1. Request from District Attorney withdrawn-off calendar.
2. Request from Airports Commission over to the meeting of July 20, 1981. Commissioner del Portillo appointed a Committee of One to review request and to report back to the Commission.

2510-81 Charter amendment (first draft), amending Section 2.203 thereof, relating to the Clerk of the Board, to provide that the Clerk of the Board be appointed by and serve at the pleasure of the Board of Supervisors. (Calendar Item No. 8)

Action: Notify the Board of Supervisors that the Civil Service Commission does not endorse this amendment. (Vote of 3 to 1: Commissioner Salomon dissents)

2511-81 Commendation for Albert C. Walker, Assistant Secretary, Civil Service Commission. (Commissioner Salomon) (Calendar Item No. 9A)

Action: Approve.

2512-81 Proposed Charter amendments submitted by employee organizations being considered by Legislative and Personnel Committee of the Board of Supervisors. (Calendar Item No. 9B)

Action: Off calendar.

IN-SERVICE ACTIVITIES: (cont')

2513-81 Request for Oral Authorization for Class 1341 Public Service Assistant, San Francisco International Airport. (Calendar Item No. 9C)

- Action:
1. Grant Oral Authorization for the period 6/22/81 to 7/06/81.
 2. Remind the Director of Airports of temporary hiring procedures and that occurrences of this nature will result in denial of oral authorization requests and payment of all salaries will be the personal liability of the department head.

2514-81 City Attorney's Opinion 81-38: Applicability of Affirmative Action Employment Programs to the Community College District. (Calendar Item No. 9D)

Action: Over to the meeting of July 20, 1981.

2515-81 Charter amendment (third draft), amending Section 8.321 relating to Examination of Applicants. (Calendar Item No. 9F)

Action: Notify the Board of Supervisors that the Civil Service Commission does not endorse this amendment.

MISCELLANEOUS:

3020-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. c)

1. Oral Authorizations issued by EEO Unit:
0864-0900
0909
0001-0076
2. Oral Authorizations issued by Examination Division Group I:
9002-9012
7017
3. Oral Authorizations issued by Examination Division Group II:
6322-6481

Action: Approve.

RECRUITMENT AND EXAMINATION:

40075-81 Appeal of staff's denial of protests of Qualifications Appraisal Interview for Class 1842 Management Assistant and Class 1844 Senior Management Assistant. (Calendar Item No. 10)

- Action:
1. Deny appeals of O. Ron Hall and Edmund Derdak.
 2. Appeal of Kenneth M. Fritze over to the meeting of July 20, 1981. Staff to make arrangements for Mr. Fritze and his representative to hear tape of his oral interview.
 3. Question of whether eligible list should be combined entrance and promotive or separate entrance and separate promotive lists over to the meeting of July 20, 1981.

RECRUITMENT AND EXAMINATIONS: (cont')

- 40109-81 Q-2 Police Officer: Special Report - (Peter N. Kashtanoff) (Calendar Item No. 15)
- Action: Sustain rejection of Peter N. Kashtanoff (Vote of 3 to 1: Commissioner Lee dissents)
- 40129-81 Q-2 Police Officer: Special Report - (Michael B. Pavini) (Calendar Item No. 16)
- Action: Over to the meeting of July 20, 1981.
- 40134-81 Q-2 Police Officer: Special Report - (Harold W. Butler) (Calendar Item No. 17)
- Action: Grant appeal of Harold W. Butler. Find qualified as to background for this examination. (Vote of 3 to 1: Commissioner Texidor del Portillo dissents)
- 40145-81 Appeal of staff's denial of protest of Qualifications Appraisal Interview for Class 1658 Chief Accountant Examination. (Calendar Item No. 11)
- Action: Over to the meeting of July 20, 1981.
- 40155-81 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1981-82. (Calendar Item No. 43)
- June 15, 1981: Over to the Special Meeting of June 24, 1981.
- June 24, 1981: Over to the meeting of July 6, 1981.
- Action: The Commission selected and adopted the following numerical listing for the third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1981-82: #1-2; #2-7; #3-1; #4-4; #5-6; #6-3; #7-0; #8-5; #9-9; #10-8.
- 40174-81 Appeals of staff's denial of the protest concerning the combined promotive and entrance announcements for Classes 2143 Hospital Assistant Administrator-Patient Financial Services and 2145 Hospital Associate Administrator-Finance. (Calendar Item No. 13)
- Action: Deny appeal of Terrance Ryan.
- 40177-81 Appeal of staff's denial of protest of announcement terms for Class 7239 Plumber Supervisor II. (Calendar Item No. 14)
- Action: Deny appeal.
- 40179-81 Appeal of staff's denial of protest regarding examination announcement for Class 1809 Administrative Assistant to the Superintendent of Schools. (Calendar Item No. 12)
- Action: Deny appeal of Terrance Ryan.
- 40185-81 Report on selection process by Public Utilities Commission for four recently adopted classifications. (Calendar Item No. 17A)
- Action: Over to the meeting of July 20, 1981 for preparation of staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 6, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Jose A. Arenas, Q-2 Police Officer, 114/E-92, San Francisco Police Department, Company D, 06/19/81. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Annisseelee Ashford, 2672 Assistant Houseparent, 26/E-12, San Francisco Unified School District, Children's Center, 06/03/81. (Calendar Item No. 26) (3)

Action: Return name to list.

Kenneth Chambers, 8218 Muni Transit Officer, LT, San Francisco Police Department, Muni Transit, 06/08/81. (Calendar Item No. 30) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Lillie A. Chambers, 2903 Eligibility Worker, 124/E-10, Department of Social Services, 06/16/81. (Calendar Item No. 42) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Paul C. Chapman, 2312 Licensed Vocational Nurse, LT, Department of Public Health, San Francisco General Hospital Medical Center, 04/24/81. (Calendar Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Edward S. Chesnik, 9163 Transit Operator, 219/E-90, Public Utilities Commission, San Francisco Municipal Railway, 04/22/81. (Calendar Item No. 38) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lewis C. Cobbs, 2402 Laboratory Helper, 23/E-6, Department of Public Health, San Francisco General Hospital Medical Center, 05/07/81. (Calendar Item No. 37) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

William Costlow, 2526 Ambulance Driver, V22/E-4, Department of Public Health, Emergency Medical Services, 06/05/81. (Calendar Item No. 27) (3)

Action: Off calendar.

Herman Hall, 9910 Senior Escort, CETA, San Francisco Police Department, Senior Escort, 06/02/81. (Calendar Item No. 21) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

William Jackson, 9163 Transit Operator, V75/E-108, Public Utilities Commission, San Francisco Municipal Railway, 09/26/80. (Calendar Item No. 39) (6)

Action: Approve.

Request for reconsideration of Civil Service Commission of April 20, 1981: Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office, Family Support Bureau, 03/18/81. (Calendar Item No. 23A) (1)

April 20, 1981: Off calendar.

May 18, 1981:

1. Grant request of District Attorney to reconsider.
2. Staff directed to investigate circumstances surrounding incident leading to termination.
3. Recalendar termination of Limited Tenure appointment upon completion of investigation.

June 15, 1981: Over to the meeting of July 6, 1981.

Action: Over to the meeting of July 20, 1981.

Reconsideration of Civil Service Commission action of January 15, 1981.

(Commissioners Lee, Powell and Salomon):

Raymond J. Johnson, 9163 Transit Operator, 885/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/29/80. (Calendar Item No. 28) (3)

Action: Over to the meeting of July 20, 1981.

Ronald G. Jones, 8218 Muni Transit Officer, LT, San Francisco Police Department, Muni Transit, 06/04/81. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Raymond E. Lawson, 8218 Muni Transit Officer, LT, San Francisco Police Department, Muni Transit, 06/05/81. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Eugene McGuire, 6331 Building Inspector, 22/E-2, Department of Public Works, Building Inspection, 05/22/81. (Calendar Item No. 41) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 22) (1)

Action: Approve.

John T. Murphy, Q-2 Police Officer, 10/E-80, San Francisco Police Department, Crime Prevention Education, 04/29/81. (Calendar Item No. 40) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Over to the meeting of July 6, 1981.

Action: No restriction on future employment.

Arnie Rayford Phillips, 1402 Junior Clerk Trainee, CETA, Purchasing Department, Stores and Equipment, 06/15/81. (Calendar Item No. 20) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Purchasing Department.

Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 23) (1)

Action: Approve.

Victoria L. Robinson, 8218 Muni Transit Officer, LT, San Francisco Police Department, Muni Transit, 06/08/81. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reconsideration of Civil Service Commission action of May 18, 1981. (Commissioners Lee, Powell and del Portillo):
Siam Thomas, 9163 Transit Operator, 1518/E-112, Public Utilities Commission, San Francisco Municipal Railway, 03/30/81. (Calendar Item No. 24) (4)

April 20, 1981: Over to the meeting of May 4, 1981.

May 4, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Action: Sustain action of May 18, 1981.

Timothy J. Trujillo, Q-2 Police Officer, 168/E-92, San Francisco Police Department, Company D, 06/12/81. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Walter Varakin, 9736 Staff Assistant II, LT, Mayor's Office of Employment and Training, Program Audit Unit, 04/28/81. (Calendar Item No. 19) (1)

May 4, 1981: Over to the meeting of May 18, 1981.

May 18, 1981: Over to the meeting of June 1, 1981. Mr. Varakin to submit a list of witnesses proposed to be called together with a description of what testimony is expected to be elicited if allowed to be called with an attachment detailing all documents expected to be introduced. These submissions to be delivered to the Assistant Secretary no later than 12 Noon on Tuesday, May 26, 1981 in Room 153 City Hall and a copy to be delivered simultaneously to the Mayor's Office of Employment and Training.

June 1, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Over to the meeting of July 6, 1981.

Action: Approve. Not to be employed again by the Mayor's Office.
(Vote of 3 to 1: Commissioner Salomon dissents)

Ikedaline Walker, 8304 Deputy Sheriff, 52/E-5, Sheriff's Department, Jails, 06/18/81. (Calendar Item No. 25) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

Roberta Wright, Q-2 Police Officer, 125/E-92, San Francisco Police Department, Mission Station, 06/03/81. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Samuel Yee, 2615 School Lunchroom Helper, 99/E-1, San Francisco Unified School District, Food Services, 06/11/81. (Calendar Item No. 18) (2)

Action: Return name to list.

SF
C65
7/10/81
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 20, 1981

RECESSED TO JULY 29, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

1991

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Salomon
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee Presided

MINUTES: Regular Meeting of July 6, 1981. (Recessed to July 29, 1981)

Action: Approve.

CLASSIFICATION AND PAY:

1124-81 Classification of one position within the Mayor's Office of Employment and Training. (Calendar Item No. 1)

July 6, 1981: (Classification survey of the Mayor's Office of Employment and Training).

1. Staff to reaudit position of Joyce Thomas.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Deny request for reconsideration of Joyce Thomas.

1237-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
563-81	Airports Commission	Interior Landscape Design
564-81	Airports Commission	Dieter C. Rapp

June 15, 1981: Off calendar. Commissioner Salomon appointed a Committee of One to review proposed contracts and report back to the Commission.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve; notify the offices of the Controller and the Purchaser.

1259-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
636-81	Social Services	Michael Howe, Ph.D.

July 6, 1981: Contract Number 636-81 over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve for one year only; notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont'd)

1267-81 Request for status rights from Class 7152 Superintendent of Maintenance, San Francisco Municipal Railway to Class 9185 Deputy General Manager, Equipment Maintenance, San Francisco Municipal Railway. (Calendar Item No. 3)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Adopt staff report.

1. Grant status in Class 9185 Deputy General Manager, Equipment Maintenance, San Francisco Municipal Railway to Frank Baggetta from Class 7152 Superintendent of Maintenance, San Francisco Municipal Railway, effective July 1, 1981.
2. Amend Requisition P-6975 for Class 9185 to read: No certification to be made; for the Step 5 status assignment of Frank Baggetta from Class 7152, Step 5, effective July 1, 1981.
3. Abolish Class 7152 Superintendent of Maintenance, San Francisco Municipal Railway.

1276-81 Requests for supervisory differential adjustments as provided by the Salary Standardization Ordinance during Fiscal Year 1980-81 and 1978-79. (Calendar Item No. 4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Adopt staff report; approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriations.

1280-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-81/82	Public Works - Clean Water Program	Rober D. Hilton
2-81/82	Public Works	Theodore Osmundson & Associate
3-81/82	Public Works	Pacific Scientific Company
4-81/82	Public Utilities Commission	David C. Auslam, Jr., Consulting Power Specialist
5-81/82	Controller	Ms. Sophia Ng
6-81/82	Controller	Robert Thilsted
7-81/82	Social Services	Professor Michael Wald
8-81/82	Public Health	Kerry Chiang
9-81/82	Public Health	Walden House, Inc.
10-81/82	Public Health	Elinore Lurie, Ph.D., Associate Clinical Professor of Nursing UC
11-81/82	Public Health	On Lok Training, Consulting & Educational Services Corporation
12-81/82	Public Health	Mt. Zion Hospital Geriatric Services
13-81/82	Public Health	Medicus Corporation

CLASSIFICATION AND PAY: (cont')

1280-81
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
14-81/82	Public Health	On Lok Training, Consulting & Educational Services Corporation
15-81/82	Public Health	Executive Consulting Group, Inc.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve; notify the offices of the Controller and the Purchaser.

1286-81

Request for appointment above the entrance rate for various employees.
(Calendar Item No. A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Anthony Gurrola 8174 Civil Attorney	Public Defender	3
Wendy Roudier 8174 Civil Attorney	Public Defender	3
Patricia Tilley 8174 Civil Attorney	Public Defender	4
Judith Rosenberg 8174 Civil Attorney	Public Defender	4
Richard D. Austring 8147 Senior District Attorney's Investigator	District Attorney	5
Tom Kasovich A410 Chief Welfare Investigator	District Attorney	4

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve appointments at the step indicated, pending the Controller's certification that funds are available.

1305-81

Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Calendar Item No. 5B)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

1306-81

Certification of wage schedules for Platform Employees, Coach and Bus Operators and Trainees of the San Francisco Municipal Railway for 1981-82 and conditions and benefits of employment which may be fixed for 1981-82. (Calendar Item No. 5C)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

CLASSIFICATION AND PAY: (cont')

1307-81 Request for authority to conduct a salary survey for Salary Standardization for Miscellaneous Employees pursuant to Charter Sections 8.400, 8.401 and 8.407 for Fiscal Year 1982-83. (Calendar Item No. 5D)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

IN-SERVICE ACTIVITIES:

2509-81 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Sheila Starr 9253 Director, Bureau of Community Affairs	Airports Commission	5

July 6, 1981: Request from Airports Commission over to the meeting of July 20, 1981. Commissioner del Portillo appointed a Committee of One to review request and to report back to the Commission.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

2514-81 City Attorney's Opinion 81-38: Applicability of Affirmative Action Employment Programs to the Community College District. (Calendar Item No. 7)

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Notify the Board of Supervisors of the omission from Ordinance 455-79 of the San Francisco Community College District and San Francisco Unified School District and request that the Ordinance be amended to include these two departments.

2538-81 Request for exceptions to the order of lay-off - Department of Public Health. (Calendar Item No. 8)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

2539-81 Proposed amendment to Appendix B of the Civil Service Commission Rules to provide for a one-year probationary period for certain classes. (Calendar Item No. 9)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Post for adoption at the meeting of August 17, 1981.

2541-81 Charter amendment (3rd draft), amending Section 3.510, relating to the appointment of administrators, associate administrators, and deputy directors, (Supervisor Walker). (Calendar Item No. 9A)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Adopt staff report; advise Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.

MISCELLANEOUS:

3021-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

1. Oral Authorizations issued by EEO Unit:	0076-0188
2. Oral Authorizations issued by Examination Division Group I:	7018-7056 9013-9018
3. Oral Authorizations issued by Examination Division Group II:	6482-6641

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve.

RECRUITMENT AND EXAMINATION:

40075-81 Appeal of staff's denial of protests of Qualifications Appraisal Interview for Class 1842 Management Assistant and Class 1844 Senior Management Assistant. (Calendar Item No. 10)

July 6, 1981:

1. Deny appeals of O. Ron Hall and Edmund Derdak.
2. Appeal of Kenneth M Fritze over to the meeting of July 20, 1981. Staff to make arrangements for Mr. Fritze and his representative to hear tape of his oral interview.
3. Question of whether eligible list should be combined entrance and promotive or separate entrance and separate promotive lists over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

40129-81 Q-2 Police Officer: Special Report - (Michael B. Pavini) (Calendar Item No. 11)

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Off calendar. Appeal withdrawn.

40145-81 Appeal of staff's denial of protest of Qualifications Appraisal Interview for Class 1658 Chief Accountant Examination. (Calendar Item No. 12)

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Off calendar.

40170-81 Appeal of staff's rejection of application for Class 1880 Chief of Systems. (Calendar Item No. 13)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

RECRUITMENT AND EXAMINATION: (cont')

- 40178-81 Appeal of staff's rejection of applications for Class 1876 Programming and Systems Supervisor. (Calendar Item No. 14)
- July 20, 1981: Over to the recessed meeting of July 29, 1981.
- Action: Over to the meeting of August 3, 1981.
- 40185-81 Report on non-Civil Service selection procedures by Public Utilities Commission for Classes 9139 Transit Supervisor I and 9140, 9141, 9142 Transit Managers I, II & III and request for oral authorizaitons. (Calendar Item No. 15)
- July 6, 1981: Over to the meeting of July 20, 1981 for preparation of staff report.
- July 20, 1981: Over to the recessed meeting of July 29, 1981.
- Action: Grant Oral Authorizations retroactive to July 6, 1981. Oral Authorizations will expire for Class 9139 Transit Supervisor I on November 30, 1981 and for Classes 9140, 9141, 9142 Transit Managers I, II, and III on January 30, 1982.
- 40204-81 H-2 Firefighter - Special Report - (Greg Walter Hansen, Christopher Morris Hazen and Michael Robert Ahumada) (Calendar Item No. 16)
- July 20, 1981: Over to the recessed meeting of July 29, 1981.
- Action: Over to the meeting of August 3, 1981.

GENERAL MANAGER'S REPORT:

- July 20, 1981: Over to the recessed meeting of July 29, 1981.
1. Report on the payroll system of the San Francisco Port Commission.
 2. Proposed staff reorganization. (Over to the meeting of August 3, 1981.)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 20, 1981

RECESSED TO JULY 29, 1981

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Miguel Barrenechea, 1404 Clerk, NCS, Department of Social Services, Support Services, 04/22/81. (Calendar Item No. 24) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Off calendar.

William E. Bradd, 9163 Transit Operator, 155/E-113, Public Utilities Commission, San Francisco Municipal Railway, 06/19/81. (Calendar Item No. 21) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 17, 1981.

Request for reconsideration of Civil Service Commission action of April 20, 1981:

Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office, Family Support Bureau, 03/18/81. (Calendar Item No. 31) (1)

April 20, 1981: Off calendar.

- May 18, 1981:
1. Grant request of District Attorney to reconsider.
 2. Staff directed to investigate circumstances surrounding incident leading to termination.
 3. Recalendar termination of Limited Tenure appointment upon completion of investigation.

June 15, 1981: Over to the meeting of July 6, 1981.

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

- Action:
1. Over to the meeting of August 17, 1981.
 2. Staff to make tape recordings obtained during investigation available for duplication to both the District Attorney and Mr. Johnson.

Reconsideration of administrative action of January 15, 1981 pursuant to Civil Service Commission Rule 25; (Commissioners Lee, Powell and Salomon): Raymond J. Johnson, 9163 Transit Operator, 885/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/29/80. (Calendar Item No. 20) (3)

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Deny appeal. Approve automatic resignation. Future employment subject to review and approval of the General Manager, Personnel.

Arnold Kravitz, 7372 Stationary Engineer, LT, Airports Commission, Stationary Engineer, 06/08/81. (Calendar Item No. 25) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Gloria Lucio, 2320 Registered Nurse, 2/E-599, Department of Public Health, San Francisco General Hospital Medical Center, 06/24/81. (Calendar Item No. 18) (4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

George G. Mendoza, 1720 Data Entry Operator, LT, Controller, EDP, 06/17/81. (Calendar Item No. 23) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Gilbert P. Meuniot, Q-2 Police Officer, 162/E-92, San Francisco Police Department, Company E, 06/26/81. (Calendar Item No. 27) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

Charles E. Morrison, Q-2 Police Officer, 113/E-93, San Francisco Police Department, Academy, 06/18/81. (Calendar Item No. 28) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Samuel J. Powell, 2708 Custodian, LT, Airports Commission, Custodian,
06/04/81. (Calendar Item No. 26) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

John Prisco, 8304 Deputy Sheriff, 124/E-9, Sheriff's Department, Jails,
07/06/81. (Calendar Item No. 19) (4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 3, 1981.

Wynon Randall, 9910 Recreation Assistant Leader, LT, Mayor's Office of
Employment and Training, PNP-YMCA, 12/17/80 . . . (Calendar Item No. 30) (1)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office.

Raymond Redmond, 9163 Transit Operator, 415/E-112, Public Utilities Commission,
San Francisco Municipal Railway, 06/02/81. (Calendar Item No. 22) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Over to the meeting of August 17, 1981.

Vickie L. Son, Q-2 Police Officer, 183/E-92, San Francisco Police Department,
Company E. 06/26/81. (Calendar Item No. 29) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 3, 1981

PART I - 2:00 P.M.

DOCUMENTS UNIT
AUG 11 1981
S.F. COUNTY

Present: Commissioner Lee (Items Missed 12, 12A, 14 & 16)
Commissioner Texidor del Portillo (Presided for Item 9 only)
Commissioner Haile
Commissioner Powell
Commissioner Salomon (Presided for Items 9A & 11)
Commissioner Lee presided (except for 9, 9A, 12, 12A, 14 & 16)

MINUTES: Regular Meeting of July 20, 1981 (Recessed to July 29, 1981)

Action: Approve.

CLASSIFICATION AND PAY:

1307-81 Request for authority to conduct a salary survey for Salary Standardization for Miscellaneous Employees pursuant to Charter Sections 8.400, 8.401 and 8.407 for Fiscal Year 1982-83. (Calendar Item No. 3A)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for salary standardization for fiscal year 1982-83, including a supplemental BASSC crafts salary survey.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Request that the Board of Supervisors authorize and arrange for the up-dating of the salary survey through circa mid-March, 1982.

1312-81 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol. (Calendar Item No. 1)

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated and for the period indicated in the staff report.

CLASSIFICATION AND PAY: (cont')

1316-81 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
16-81/82	Public Health	Children's Hospital
17-81/82	Public Health	St. Benedict Center for the Deaf and Hard of Hearing
18-81/82	Public Health	Arthur Andersen Co.
19-81/82	Public Health	Carolyn Mohr, Ph.D.
20-81/82	Public Health	Western Medical Service
21-81/82	Public Works-Clean Water	Hydro Research Science
22-81/82	Public Works	O'Kelly and Schoelank Engineering
23-81/82	Controller	Marshall and Stevens, Inc.
24-81/82	S.F. Port Commission	Trade Information Planning Systems
25-81/82	S.F. Police Department	Security Transport
26-81/82	Mayor's Economic Development Council	Ann Miyoshi
27-81/82	Mayor's Economic Development Council	Gail Goldman
28-81/82	City Attorney	Coopers and Lybrand (Edward J. Donahue III)
29-81/82	Art Commission	Sam Gilliam
30-81/82	Art Commission	Tom Holland
31-81/82	S.F. Airports Commission	Stoner/McIntosh Laboratories
32-81/82	S.F. Airports Commission	IP Sharp Associates
33-81/82	Public Works	Touche Ross & Co.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1317-81 Requests from the Director of Public Health to utilize a class in the Staff
Assistant, Special Project series to serve as the Administrative and Clinical
Director of the Emergency Department of San Francisco General Hospital.
(Calendar Item No. 3)

Action: Deny request.

CLASSIFICATION AND PAY: (cont')

1319-81 Request for appointment above the entrance rate for various employees.
(Calendar Item No. A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Robert A. Martin 8176 Trial Attorney	S.F. Police Department	4
Ronald W. Small 1658 Chief Accountant	Public Works	5

Action: Approve appointments at the step indicated, pending the
Controller's certification that funds are available.

IN-SERVICE ACTIVITIES:

2509-81 Request for appointment above the entrance rate for Sheila Starr, Class
9253 Director, Bureau of Community Affairs, Airports Commission, Step 5.
(Calendar Item No. 4A)

July 6, 1981: Request from Airports Commission over to
the meeting of July 20, 1981. Commissioner
del Portillo appointed a Committee of One
to review request and to report back to the
Commission.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Deny request for appointment of Sheila Starr at Step 5 in
the compensation schedule for Class 9253 Director, Bureau
of Community Affairs. (Vote of 3 to 2: Commissioners Powell
and Salomon dissent)

2538-81 Request for exceptions to the order of lay-off - Department of Public Health.
(Calendar Item No. 4B)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Approve.

2584-81 Proposed amendment to Civil Service Commission Rule 32 - Lay-off and
Involuntary Leave, adding Section 32.12 relating to the lay-off of
limited tenure appointees in the Office of Employment and Training (MOET).
(Calendar Item No. 4)

Action: Post. Staff to meet and confer.

MISCELLANEOUS:

3022-81 From the heads of various departments requesting authorization to make non-
Civil Service appointments. (Calendar Item No. B)

- | | |
|--|-------------------|
| 1. Oral Authorizations issued by EEO Unit: | 0189-0246 |
| 2. Oral Authorizations issued by Examination
Division Group 1: | 7057
9019-9031 |
| 3. Oral Authorizations issued by Examination
Division Group 11: | 6642-6836 |

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40075-81 Appeal of staff's denial of protests of Qualifications Appraisal Interview for Class 1842 Management Assistant and Class 1844 Senior Management Assistant. (Calendar Item No. 5D)

- July 6, 1981:
1. Deny appeals of O. Ron Hall and Edmund Derdak.
 2. Appeal of Kenneth M. Fritze over to the meeting of July 20, 1981. Staff to make arrangements for Mr. Fritze and his representative to hear tape of his oral interview.
 3. Question of whether eligible list should be combined entrance and promotive or separate entrance and separate promotive lists over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

- Action:
1. Deny appeal of Kenneth M. Fritze. (Vote of 3 to 2: Commissioners Lee and Texidor del Portillo dissent)
 2. Question of whether eligible list should be combined entrance and promotive or separate entrance and separate promotive lists. Off calendar.
 3. Adopt eligible lists for Class 1842 Management Assistant (CPE-1) and Class 1844 Senior Management Assistant (CPE-1)

40170-81 Appeal of staff's rejection of application for Class 1880 Chief of Systems. (Calendar Item No. 5B)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

- Action: Grant appeal of Toshiki Sakurada. (Vote of 4 to 1: Commissioner Salomon dissents).

40178-81 Appeal of staff's rejection of applications for Class 1876 Programming and Systems Supervisor. (Calendar Item No. 5C)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

- Action: Grant appeals of Henry K. Lee, Jerome P. Wong and Silvino Timbol. (Vote of 3 to 2: Commissioners Salomon and Powell dissent)

40204-81 H-2 Firefighter - Special Report - (Greg Walter Hansen, Christopher Morris Hazen and Michael Robert Ahumada). (Calendar Item No. 5A)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

- Action:
1. Grant appeal of Greg Walter Hansen. (Vote of 4 to 1: Commissioner Salomon dissents)
 2. Grant appeal of Michael Robert Ahumada.
 3. Grant appeal of Christopher Morris Hazen. (Vote of 4 to 1: Commissioner Salomon dissents)

RECRUITMENT AND EXAMINATIONS: (cont')

40218-81 H-2 Firefighter - Special Report - (Timothy Dudley, Craig Green and Ron Pruyn)
(Calendar Item No. 5)

- Action:
1. Appeal of Craig Green over to the meeting of August 17, 1981.
 2. Grant appeal of Timothy Dudley. (Vote of 4 to 1:Commissioner Salomon dissents)
 3. Grant appeal of Ron Pruyn.

GENERAL MANAGER'S REPORT:

Progress report on Management Performance Evaluation. (Calendar Item No. 6)

Action: Over to the meeting of August 17, 1981.

Proposed staff reorganization. (Calendar Item No. 6A)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Over to the meeting of August 17, 1981.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 3, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Karl Butler, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 07/21/81. (Calendar Item No. 7) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Ruth James, 2320 Registered Nurse, 1/E-78, Department of Public Health, San Francisco General Hospital Medical Center, 04/28/81. (Calendar Item No. 15) (7)

Action: Over to the meeting of November 2, 1981.

Gloria Lucio, 2320 Registered Nurse, 2/E-599, Department of Public Health, San Francisco General Hospital Medical Center, 06/24/81. (Calendar Item No. 9A) (4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Over to the meeting of August 17, 1981.

Gilbert P. Meuniot, Q-2 Police Officer, 162/E-92, San Francisco Police Department, Company E, 06/26/81. (Calendar Item No. 12A) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

Action: Approve. Under waiver of appointment to Class Q-2 Police Officer until completion of one year of satisfactory work experience in or out of the City and County service.

Felicitas S. Palarca, 1630 Account Clerk, LT, San Francisco Port Commission, Accounting, 07/09/81. (Calendar Item No. 14) (3)

Action: Deny appeal. Approve automatic resignation.

Ella Mae Phillips, 2302 Orderly, 8/E-276, Department of Public Health, San Francisco General Hospital Medical Center, 05/27/81. (Calendar Item No. 10) (6)

Action: Off calendar.

John Prisco, 8304 Deputy Sheriff, 124/E-9, Sheriff's Department, Jails, 07/06/81. (Calendar Item No. 9) (4)

July 20, 1981: Over to the meeting of August 3, 1981.

Action: Dismiss from the Service. (Vote of 3 to 1: Commissioner Salomon dissents)

Samuel L. Pruitt, 2736 Porter, 6/E-24, Department of Public Health, San Francisco General Hospital Medical Center, 05/14/81. (Calendar Item No. 16) (7)

Action: Future employment subject to the review and approval of the General Manager, Personnel.

Armando Rendon, 9131 Station Agent, LT, Public Utilities Commission, San Francisco Municipal Railway, 07/09/81. (Calendar Item No. 8) (1)

Action: Approve. No future employment in classifications involving the handling of money.

Allan Riley, Q-2 Police Officer, 112/E-92, San Francisco Police Department, Field Training, 07/14/81. (Calendar Item No. 11) (6)

Action: Approve. Under waiver of appointment to Class Q-2 Police Officer until completion of one year of satisfactory work experience in or out of the City and County Service.

Rudolph Strickland, 9163 Transit Operator, 879/E-112, Public Utilities Commission, San Francisco Municipal Railway, 07/20/81. (Calendar Item No. 17) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Rosemary Velazquez, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic, 07/03/81. (Calendar Item No. 13) (3)

Action: Over to the meeting of August 17, 1981.

Michael Villanueva, Q-2 Police Officer, 216/E-92, San Francisco Police Department, Company E, 07/07/81. (Calendar Item No. 12) (6)

Action: Approve. Under waiver of appointment to Class Q-2 Police Officer until completion of one year of satisfactory work experience in or out of the City and County Service.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 17, 1981

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Salomon
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee presided

DOCUMENTS DEPT.

AUG 24 1981

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES: Regular Meeting of August 3, 1981

Action: Approve.

ANNOUNCEMENT: Due to the Labor Day holiday on September 7, 1981 which coincides with the next regular meeting day, that meeting has been rescheduled to Monday, September 14, 1981 at 1:00 P.M. in the Lurie Room, Main Public Library.

CLASSIFICATION AND PAY:

1325-81 Classification of new positions in the 1981-82 budget. (Calendar Item No. 1)

Action: Allocate new positions to recommended classifications; defer classification action on positions designated with Symbol "SC".

1338-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
34-81/82	Art Commission	Maureen Kelly
35-81/82	Art Commission	Margo Bors
36-81/82	Art Commission	Mike Rios
37-81/82	Art Commission	Claire Josephson
38-81/82	Art Commission	Katherine Porter
39-81/82	Art Commission	Gustavo Rivera
40-81/82	Art Commission	Robert Arneson
41-81/82	Art Commission	Paul Wonner
42-81/82	Public Works	Andrew J. Calvert & Associates
43-81/82	Public Works	Keith Brown Associates
44-81/82	Public Works	Signet Testing Labs, Inc.
45-81/82	Public Works	Leo S. Holm
46-81/82	Public Works-Clean Water	Parsons, Brinckerhoff, Quade & Douglas, Inc.
47-81/82	Public Health	ARA Hospital Food Management, Inc.

CLASSIFICATION AND PAY: (cont')

1338-81
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
48-81/82	Public Health	Kenneth Associates
49-81/82	Public Health	Kenneth Associates
50-81/82	Public Utilities Commission	Management & Personnel Systems
51-81/82	Public Health	Various - Interpreters for the Deaf
52-81/82	Public Health	McCoy's Patrol Service
53-81/82	Public Health	Hospital Temporaries
54-81/82	Public Utilities Commission	Arrow Huss, Inc.
55-81/82	Public Utilities Commission	Hydro Research Science
56-81/82	Public Utilities Commission	Elizabeth J. Robbins
57-81/82	Social Services	S.A. Daniels & Associates
58-81/82	Social Services	Elizabeth J. Robbins
59-81/82	Art Commission	Roy DeForest/Hansen Fuller Golden Gallery

- Action:
1. Approve. Notify the offices of the Controller and the Purchaser.
 2. The Commission to be made aware if approval is requested for new or extension contracts between Department of Public Health and Kenneth Associates (Contracts 48-81/82 and 49-81/82).

1340-81 Request to reallocate fifteen Telephone Operator positions to Class 8238 Police Communications Dispatcher. (Calendar Item No. 3)

Action: Adopt staff report.

1. Reallocate five positions in Class 1706 Telephone Operator (Sch. 31.6 \$446B536, 970M1166), nine positions in Class 1708 Senior Telephone Operator (Sch. 33.6 \$489B589, 1064M1281), and one position in Class 1710 Chief Telephone Operator (Sch. 36.6 \$562B677, 1222M1472) to thirteen positions in Class 8238 Police Communications Dispatcher (Sch. 38.4 \$611B738, 1329M1605).
2. Amend Annual Salary Ordinance Section 38/04/70/01001 accordingly.
3. Advise the department to submit a supplemental appropriation request.

The salary recommendation of this report, if adopted, will result in a monthly increase of \$2,034 based on a fifth step calculation.

CLASSIFICATION AND PAY: (cont')

1344-81 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Winthrop Griffith 1857 Director of Information	Office of the Mayor	5
Lorenzo Jenkins 2709 School Custodian	S.F. Unified School District	5
Peggy King 2905 Senior Eligibility Worker	Social Services	5
Joan Owens 9204 Airport Communications Supervisor	Airports Commission	3
Catherine Ross 1444 Clerk Stenographer	Public Health	4
Marcella Smith 1424 Clerk Typist	Public Utilities Commission	3
Angel Uribe 7422 Cribber	Public Works	5
Robert Won 1658 Chief Accountant	Mayor's Office of Employment and Training	3

Action: Approve appointments at the step indicated, pending the
Controller's certification that funds are available.

IN-SERVICE ACTIVITIES:

2539-81 Proposed amendment to Appendix B of the Civil Service Commission Rules to
provide for a one-year probationary period for certain classes.
(Calendar Item No. 4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Post for adoption at the meeting of August 17, 1981.

Action: Adopt. Amend Appendix B of the Civil Service Commission Rules
by adding the classes designated in the staff report.

2584-81 Proposed amendment to Civil Service Commission Rule 32 - Lay-off and
Involuntary Leave, adding Section 32.12 relating to the lay-off of
limited tenure appointees in the Office of Employment and Training (MOET).
(Calendar Item No. 5)

August 3, 1981: Post. Staff to meet and confer.

Action: Adopt.

IN-SERVICE ACTIVITIES: (cont')

- 2621-81 Status appointment to Class 1844 Senior Management Assistant. (Calendar Item No. 7)
Action: Off calendar. (John O'Dowd)
- 2622-81 Status appointment to Class 1844 Senior Management Assistant. (Calendar Item No. 6)
Action: Off calendar. (Gail Hemenway)
- 2625-81 Commendation for Gerald A. Brooks, Public Utilities Commission, San Francisco Municipal Railway. (Commissioner Salomon) (Calendar Item No. 8)
Action: Approve.
- 2626-81 From the Standing Committee on Affirmative Action: Proposed policy on sexual harassment. (Calendar Item No. 9)
February 18, 1981: Refer proposal from the Human Rights Commission to the Standing Committee on Affirmative Action. (CSC)
March 12, 1981: Off calendar at the call of the Chair. Human Rights Commission to submit a set of examples of sexual harassment and to submit documentation of cases or complaints of sexual harassment received by that agency from City and County employees for the past three years. (SCAA)
June 30, 1981: Refer to staff to redraft proposed language to incorporate all relevant Federal and State laws and regulations and to prepare draft of plan for the dissemination of and the training in the policy for City and County employees. (SCAA)
Action: Adopt.

MISCELLANEOUS:

- 3023-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)
1. Oral Authorizations issued by EEO Unit: 0247-0380
2. Oral Authorizations issued by Examination Division Group I: 9032-9034
3. Oral Authorizations issued by Examination Division Group II: 6837-6885
Action: 1. Sever Oral Authorization Number 0365-over to the meeting of September 14, 1981.
2. Approve all others.
- 3024-81 Request from the Public Utilities Commission, San Francisco Municipal Railway to back-date requisition. (Calendar Item No. C)
T-03357 12/31/79 1823 Senior Administrative Analyst
Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40218-81 H-2 Firefighter Special Report - (Craig Green). (Calendar Item No. 10)
August 3, 1981: Over to the meeting of August 17, 1981.
Action: Over to the meeting of October 5, 1981.

GENERAL MANAGER'S REPORT: (Calendar Item No. 11)

- A. Report on appointments for the period January 1, 1981 through June 30, 1981.

No action taken.

- B. Proposed response to request from Board of Supervisors for input on the issue of "comparable worth" of positions.

Action: General Manager, Personnel to respond on behalf of Commission and to keep Commission apprised.

- C. Progress report on Management Performance Evaluation.

August 3, 1981: Over to the meeting of August 17, 1981.

Action: Over to the meeting of September 14, 1981.

- D. Proposed staff reorganization.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

August 3, 1981: Over to the meeting of August 17, 1981.

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 17, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Tad Best, 2320 Registered Nurse, 1/E-593, Department of Public Health, San Francisco General Hospital Medical Center, 06/04/81. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

William E. Bradd, 9163 Transit Operator, 155/E-113, Public Utilities Commission, San Francisco Municipal Railway, 06/19/81. (Calendar Item No. 18) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 17, 1981.

Action: Over to the meeting of September 14, 1981.

Miguel Cosio, Q-2 Police Officer, 212/E-92, San Francisco Police Department, Company E, 07/29/81. (Calendar Item No. 23) (6)

Action: Approve. Under waiver of appointment in Class Q-2 Police Officer until evidence is presented of one year of satisfactory service in or out of the City and County service.

Reconsideration of Civil Service Commission action of April 20, 1981:
Marc L. Johnson, 1424 Clerk Typist, LT, District Attorney's Office, Family Support Bureau, 03/18/81. (Calendar Item No. 32) (1)

April 20, 1981: Off calendar.

- May 18, 1981:
1. Grant request of District Attorney to reconsider.
 2. Staff directed to investigate circumstances surrounding incident leading to termination.
 3. Recalendar termination of Limited Tenure appointment upon completion of investigation.

June 15, 1981: Over to the meeting of July 6, 1981.

July 6, 1981: Over to the meeting of July 20, 1981.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

- July 29, 1981:
1. Over to the meeting of August 17, 1981.
 2. Staff to make tape recordings obtained during investigation available for duplication to both the District Attorney and Mr. Johnson.

(CALENDAR ITEM NO. 32)-(cont')

Action: Disapprove. Reinstate with two stipulations.

1. No back pay to be awarded.
2. Not to be returned to the District Attorney's Office. To be referred by the EEO Unit for other employment.

Nancy LaRocca, Q-2 Police Officer, 543/E-91, San Francisco Police Department, Personnel and Training, 06/30/81. (Calendar Item No. 16) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Thomas U. Lindsey, 7457 Traffic & Street Sign Maintenance Worker, V16/E-3, Department of Public Works, Engineering Division, 07/10/81. (Calendar Item No. 13) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Gloria Lucio, 2320 Registered Nurse, 2/E-599, Department of Public Health, San Francisco General Hospital Medical Center, 06/24/81. (Calendar Item No. 14) (4)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 3, 1981.

August 3, 1981: Over to the meeting of August 17, 1981.

Action: Off calendar.

Jimmy Moore, 8321 Counselor Boys Ranch School, LT, Juvenile Court, Log Cabin Ranch, 05/29/81. (Calendar Item No. 29) (1)

Action: Over to the meeting of September 14, 1981.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, Powell and del Portillo):

Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 27) (1)

July 6, 1981: Approve.

Action: Over to the meeting of September 14, 1981.

Leon R. Payne, 7514 General Laborer, 14/P-4, Airports Commission, Maintenance Division, 06/30/81. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Willie Perkins, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 07/07/81. (Calendar Item No. 31) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Martha A. Pettway, 1428 Ward Clerk, 18/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 05/03/81. (Calendar Item No. 22) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, Powell and del Portillo):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 28) (1)

July 6, 1981: Approve.

Action: Over to the meeting of September 14, 1981.

Raymond Redmond, 9163 Transit Operator, 415/E-112, Public Utilities Commission, San Francisco Municipal Railway, 06/02/81. (Calendar Item No. 19) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 17, 1981.

Action: Off calendar. Remand to department for reconsideration.

Richard Shambaugh, 9910 Multi Service Worker, CETA, Sheriff's Department, Prisoner Services, 05/05/81. (Calendar Item No. 26) (1)

May 18, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Off calendar. Mr. Shambaugh to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County until final decision made.

Action: Off calendar. Termination rescinded.

David Taylor, 1708 Senior Telephone Operator, 1/E-9, Department of Electricity, Central Fire Alarm Station, 08/06/81. (Calendar Item No. 15) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Electricity.

Richard W. Trujillo, Q-2 Police Officer, 120/E-92, San Francisco Police Department, Support Services Bureau, 07/29/81. (Calendar Item No. 24) (6)

Action: Approve. Under waiver of appointment in Class Q-2 Police Officer until evidence is presented of one year of satisfactory service in or out of the City and County service.

Lee Valencia, 1404 Clerk, V6/E-10, Public Utilities Commission, San Francisco Municipal Railway, 07/28/81. (Calendar Item No. 25) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Rosemary Velazquez, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 07/03/81. (Calendar Item No. 12) (3)

August 3, 1981: Over to the meeting of August 17, 1981.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Melvin L. Williams Sr., 8320 Counselor, LT, Juvenile Court, Juvenile Hall Division, 08/04/81. (Calendar Item No. 30) (1)

Action: Over to the meeting of September 14, 1981.

Thelma Williams, 8304 Deputy Sheriff, 72/E-5, Sheriff's Department, Jails Division, 08/03/81. (Calendar Item No. 17) (4)

Action: Over to the meeting of September 14, 1981.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 14, 1981

PART I - 1:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile (Items Missed: 8A, 13, 15, 18, & 22)
Commissioner Powell (Items Missed: 8A, 13, 15, 18, & 22)
Commissioner Salomon
Commissioner Lee Presided

MINUTES: Regular Meeting of August 17, 1981.

Action: Approve.

SPECIAL ORDER OF BUSINESS

The Commission amended its policy on sexual harassment adopted on August 7, 1981 as follows:

1. First paragraph: delete the words "City and County of San Francisco" and substitute "The Civil Service Commission."
2. Second paragraph: add the words "and resolved" between "investigated" and "in accordance with."
3. Third paragraph: add the word "local," between "dissemination of the" and "State."

CLASSIFICATION AND PAY:

1163-81 Request from the Public Utilities Commission for approval of proposed personal services contract, Contract No. 437-81. (Calendar Item No. 1)

May 18, 1981: Approve Contract Number 437-81 provisionally.
To be recalendared upon selection of Contractor.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1370-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
61-81/82	Airports Commission	Robert Wong
62-81/82	City Planning	Patrice Fambrini
63-81/82	Commission on Aging	Economic Opportunity Council
64-81/82	Mayor's Economic Development Council	Patricia Glass
65-81/82	Mayor's Economic Development Council	Bruce Dobb
66-81/82	Port Commission	S.F. State University
67-81/82	Port Commission	Enviromental Science Assoc., Inc.
68-81/82	Port Commission	Elizabeth J. Robbins
69-81/82	Port Commission	D.L. Glaze Company, Inc.
70-81/82	Port Commission	Vickerman/Fachary/Miller
71-81/82	Public Health	Dictation West, Dictation of American Professional Services, Inc.
72-81/82	Public Health	Bayview-Hunter's Point Foundation for Community Improvement
73-81/82	Public Health	Susan Eisenberg, MSSW, LCSW

CLASSIFICATION AND PAY: (cont')

1370-81
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
74-81/82	Public Health	Twelfth Night Repertory Co.
75-81/82	Public Works	Electrical Design, Inc.
76-81/82	Public Works	Soil and Plant Laboratory, Inc.
77-81/82	Public Works	Fiberglass Reps., Inc.
78-81/82	Public Works	Woodward Clyde Consultants
79-81/82	Real Estate	Gimmy Valuation Services
80-81/82	Social Services	Glide Memorial Church
81-81/82	Social Services	United Way of the Bay Area
82-81/82	Chief Administrative Officer	David M. Cohen
83-81/82	Chief Administrative Officer	Keith Grand
84-81/82	Chief Administrative Officer	Norman R. Rosen
85-81/82	Public Utilities Commission	U.S. Human Resource Corporation
86-81/82	Public Utilities Commission	Touche Ross, Charles Stamm

Action: Approve. Notify the offices of the Controller and the Purchaser.
(Contract Number 80-81/82 approved by a Roll Call vote of 3 to 2:
Commissioners Lee and Texidor del Portillo dissenting)

1375-81

Requests from various departments for the suspension of the provision of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol.
(Calendar Item No. 3)

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated for the period indicated in the staff report. (Roll Call vote of 3 to 2: Commissioners Powell and Texidor del Portillo dissenting)

1377-81

Requests for appointments above the entrance rate for various employees.
(Calendar Item No. A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Ben Abramovice 2182 Administrator, Laguna Honda Hospital	Public Health	4
Lilia Avendano 1658 Chief Accountant	Airports Commission	3
Donald DiRicco 1658 Chief Accountant	S.F. Unified School District	5
Margaret Franklin 8174 Civil Attorney	Public Defender	3
Mary A. Bannan-Haines 8176 Trial Attorney	Public Defender	3
John Kern 1890 Manager, Data Processing	S.F. Unified School District	3

CLASSIFICATION AND PAY: (cont')

1377-81
(CONT')

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
George Newkirk 2978 Contract Compliance Officer 11	Public Utilities Commission	4
Mae Nag 1424 Clerk Typist	Public Health	4
Frances Pinnock 8174 Civil Attorney	Public Defender	3
Carol Yaggy 8174 Civil Attorney	Public Defender	5

Action: Approve appointments at the step indicated, pending the Controller's certification that funds are available.
(Roll Call vote of 3 to 1: Commissioner Texidor del Portillo dissents - Commissioner Salomon excused with the permission of the other Commissioners)

IN-SERVICE ACTIVITIES:

2396-81

Appeal of staff's action on request for appointment above the entrance rate in Class 1240 Assistant Personnel Analyst. (Calendar Item No. 5)

Action: Deny staff report. Grant appeal. Approve request for appointment above the entrance rate. (Vote of 4 to 1: Commissioner Salomon dissents). Staff directed to prepare recommendations and options concerning the provisions for appointment above the entrance rate at the time the Commission reviews the proposed administrative provisions of the Fiscal Year 1982/83 Salary Standardization Ordinance.

2622-81

Status appointment to Class 1844 Senior Management Assistant. (Calendar Item No. 4)

August 17, 1981: Off calendar.

Action: Over to the meeting of October 19, 1981.

2664-81

Commendation for Robert H. Feldman, Department of City Planning. (Calendar Item No. 6)

Action: Approve.

MISCELLANEOUS:

3023-81

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 7)

Oral Authorizations issued by EEO Unit: 0247-0380

Oral Authorizations issued by Examination
Division Group 1: 9032-9034

Oral Authorizations issued by Examination
Division Group 11: 6837-6885

August 17, 1981: 1. Sever Oral Authorization Number 0365 -
over to the meeting of September 14, 1981.

2. Approve all others.

Action: Deny request for oral authorization. Staff directed to initiate examination for Class 1825 Management Analyst within 60-days. Staff to forward details of examination to Commission in advance.

MISCELLANEOUS: (cont')

3024-81 From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 0381-0792

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40185-81 Reconsideration of Civil Service Commission action of July 29, 1981: (Commissioners Lee, Texidor del Portillo and Powell):
Report on non-Civil Service selection procedures by Public Utilities Commission for Classes 9139 Transit Supervisor I and 9140, 9141, 9142 Transit Managers I, II and III and requests for oral authorizations. (Calendar Item No. 8A)

July 6, 1981: Over to the meeting of July 20, 1981 for preparation of staff report.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Grant Oral Authorizations retroactive to July 6, 1981. Oral Authorizations will expire for Class 9139 Transit Supervisor I on November 30, 1981 and for Classes 9140, 9141, 9142 Transit Managers I, II and III on January 30, 1982.

Action: Over to the meeting of October 19, 1981.

40249-81 H-2 Firefighter - Special Report (Robert L. Trapp). (Calendar Item No. 8)

Action: Sustain decision of the Fire Department.

GENERAL MANAGER'S REPORT:

Progress report on Management Performance Evaluation. (Calendar Item No. 9)

August 3, 1981: Over to the meeting of August 17, 1981.

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Over to the meeting of October 19, 1981.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 14, 1981

PART II - 2:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

William E. Bradd, 9163 Transit Operator, 155/E-113, Public Utilities Commission, San Francisco Municipal Railway, 06/19/81. (Calendar Item No. 20) (6)

July 20, 1981: Over to the recessed meeting of July 29, 1981.

July 29, 1981: Over to the meeting of August 17, 1981.

August 17, 1981: Over to the meeting of September 14, 1981

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Elmo S. Ellis, 2716 Custodial Assistant Supervisor, V-28/P-5, the Fine Arts Museums of San Francisco, 08/12/81. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Anthony Wayne Horn, H-2 Firefighter, 375/E-26, San Francisco Fire Department, Uniform Division, 08/11/81. (Calendar Item No. 17) (4)

Action: Over to the meeting of October 5, 1981.

Keith E. Jones, 1402 Junior Clerk, 41/E-16, San Francisco Community College District, 08/13/81. (Calendar Item No. 16) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Peter Leonard, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 08/02/81. (Calendar Item No. 14) (1)

Action: Over to the meeting of October 19, 1981.

Jimmy Moore, 8321 Counselor Boys Ranch School, LT, Juvenile Court, Log Cabin Ranch, 05/29/81. (Calendar Item No. 12) (1)

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Over to the meeting of September 21, 1981.

Reconsideration of Civil Service Commission action of July 6, 1981:

(Commissioners Lee, Powell and Texidor del Portillo):

Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 10) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Over to the meeting of October 5, 1981.

Reconsideration of Civil Service Commission action of July 6, 1981:

(Commissioners Lee, Powell and Texidor del Portillo):

Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 11) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Over to the meeting of October 5, 1981.

Calvin Smith, 2302 Orderly, V3/E-302, Department of Public Health, San Francisco General Hospital Medical Center, 07/14/81. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Margie N. Victor, 2312 Licensed Vocational Nurse, 18/E-48, Department of Public Health, San Francisco General Hospital Medical Center, 08/07/81. (Calendar Item No. 18) 4)

Action: Return name to List.

Marie Vidal, 2324 Nursing Supervisor, 9/CPE-1, Department of Public Health, Laguna Honda Hospital, 08/18/81. (Calendar Item No. 19) (5)

Action: Over to the meeting of October 5, 1981.

Melvin L. Williams Sr., 8320 Counselor, LT, Juvenile Court, Juvenile Hall Division, 08/04/81. (Calendar Item No. 13) (1)

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Thelma Williams, 8304 Deputy Sheriff, 72/E-5, Sheriff's Department, Jails Division, 08/03/81. (Calendar Item No. 15) (4)

August 17, 1981: Over to the meeting of September 14, 1981.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 21, 1981

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Haile
Commissioner Powell
Excused: Commissioner Lee
Commissioner Salomon
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of September 14, 1981

Action: Over to the meeting of October 5, 1981

CLASSIFICATION AND PAY:

1234-81 Request to survey three positions in the Coroner's Office. (Calendar Item No. 1)

Action: Adopt staff report:

1. Reclassify one position in Class 2230 Physician Specialist (Sch. 59.7 \$1682B2043, 3658M4444) to Class 2232 Senior Physician Specialist (Sch. 60.7 \$1765B2145, 3839M4665).
2. Reclassify one position in Class 2230 Physician Specialist, Part-Time (Sch. 59.7 \$1682B2043, 3658M4444) to Class 2283 Chief Resident, Full-Time (Contract Rate).
3. Reclassify one position in Class 2524 Coroner's Estate Investigator (Sch. 38.1 \$602B728, 1309M1583) to Class 1842 Management Assistant (Sch. 43.1 \$762B920, 1657M2001).
4. Amend Annual Salary Ordinance Section 74/00/01001/001 to reflect these actions.

1321-81 Survey of one position in Class 1432 Senior Transcriber Typist in the Office of the Public Defender. (Calendar Item No. 2)

Action: Adopt staff report:

1. Reclassify one position in Class 1432 Senior Transcriber Typist (Sch. 35.2 \$526B634, 1144M1379) to Class 1458 Legal Stenographer (Sch. 37.9 \$596B721, 1296M1568). The department has submitted a supplemental appropriation request.
2. Amend Section 05/00/00/01001 of the Annual Salary Ordinance accordingly.

CLASSIFICATION AND PAY: (cont')

1369-81 Review of request for approval of proposed personal services contract between the Department of Public Health and Instituto Familiar de la Raza, Contract Number 60-81/82. (Calendar Item No. 4)

Action: Approve. Notify the offices of the Controller and the Purchaser.

1384-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
87-81/82	Airports Commission	Peat, Marwick, Mitchell & Co.
88-81/82	Civil Service Commission	Management & Personnel Systems, Inc. (Richard Joines)
89-81/82	Public Utilities Commission	Edith M. LaFalce
90-81/82	Public Works-Clean Water	John Carollo Engineers
91-81/82	Public Works-Clean Water	Testing Engineers, Inc.
92-81/82	Public Works	Harding-Lawson Associates
93-81/82	Public Works	Harlan Associates
94-81/82	Public Works	Geo-Resource Consultants, Inc.
95-81/82	Public Works	Woodward-Clyde Consultants
96-81/82	Public Works	Harold Weathers
97-81/82	Public Health	International Rescue Committee
98-81/82	Public Health	OBECA/Arriba Juntos
99-81/82	Port Commission	Harbor Security Patrol Service

Action: Approve. Notify the offices of the Controller and the Purchaser.

1387-81 Requests for appointments above the entrance rate for various employees. (Calendar Item No. A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Vernon D. Emmerson 4261 Real Property Appraiser	Assessor's Office	4
J. Ronald Estrada 5350 Electrical Engineering Assistant I	Airports Commission	5
Dave Fong 1658 Chief Accountant	Controller	5
Afredo Veal 8174 Civil Attorney	Public Defender	4

Action: Over to the meeting of October 5, 1981.

1393-81 Requests for supervisory differential adjustments as provided by the Salary Standardization Ordinance. (Calendar Item No. 3)

Action: Adopt staff report: Approve supervisory differential adjustment; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriations.

CLASSIFICATION AND PAY: (cont')

1395-81 Classification survey of positions in various City Departments. (Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
City Planning Dept. 29	1	5298 Planner III, Environmental Review Sch. 47.4 \$934B1131	Same - At fully trained level, conducts environmental reviews of major public & private projects; reviews technical portions of environmental impact reports prepared by other staff members.
	1	5330 City Planning Graphics Supervisor Sch. 43.1 \$762B920	Same - Duties include supervision of City Planning's graphics and drafting services; supervises subordinate graphics staff.
Commission on Aging Dept. 26	1	2846 Nutritionist Sch. 42.2 \$731B882	Same - Plans, assesses and provides technical expertise on nutrition services for the elderly
Controller Dept. 9	1	1827 Assistant Management Analyst Sch. 46.3 \$887B1073	1842 Management Assistant Sch. 43.1 \$762B920. Functions as administrative services supervisor for Controller's central office; assists in a variety of administrative duties, including but not limited to, evaluation of correspondence, memoranda, requisitions & contracts; drafts public statements & policy issues.
County Clerk Dept. 15	1	B152 Courtroom Clerk Sch. 43.2 \$766B925	Same - Prepares judge's & court clerks' daily calendars; processes legal documents; keeps criminal court records
Municipal Railway Dept. 35	1	1863 Senior Systems & Procedures Analyst, Special Project Sch. 48.4 979B1185	1864 Senior Systems & Procedures Analyst Sch. 48.4 \$979B1185. Revises, implements & maintains Municipal Railway's Run Cutting & Scheduling (RUCUS) computer system. Supervises schedule department control group
Public Health Central Office Dept. 83	1	1658 Chief Accountant Sch. 53.9 \$1273B1543	Same - Coordinates the fiscal & budgetary operations of the department; staff supervised includes 1 Head & 3 Principal Accountants and subordinate professional & clerical accounting personnel

CLASSIFICATION AND PAY: (cont')

1395-81 (CONT')	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
		1	2250 Director of Clinical Services Sch. 62.2 \$1899B2309	Same - Serves as Director of expanded Forensic Services program including Jail Medical Services, Youth Guidance Center, Center for Special Problems & Sexual Trauma Services. Supervises 1 Physician Specialist, 2 Assistant Director of Clinical Services II & subordinate staff
	Public Works Dept. 90	1	5256 Mechanical Engineer Sch. 53.1 \$1226B1484	Same - Supervises the de- sign of complex mechanical systems for the auxiliary water supply program and related projects
		1	1408 Principal Clerk Sch. 38.4 \$611B738	Same - Coordinates & performs difficult clerical procedures for management by objective documentation, budget preparation, labor proof reconciliation & statistical reports; gathers data from various project managers & supervises clerical subordinates as required
	S.F. Unified School District	1	1853 Control Clerk, EDP Sch. 34.0 \$498B599	Same - Prepares school documents for computer processing; reviews com- puter output for accuracy. Operates key punch bursting & decollating equipment as necessary

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2257-81 Request for full Sick Leave Reimbursement. (Calendar Item No. 10)
Action: Over to the meeting of October 19, 1981.

2688-81 Request for approval of proposed amendment to the San Francisco Administrative Code by adding Section 10.194 to establish a "Civil Service Commission Fingerprint Processing Fund." (Calendar Item No. 8)
Action: Approve; forward to the Board of Supervisors.

2689-81 Appeal of denial by the General Manager, Personnel of request from the Sheriff for Oral Authorization. (Calendar Item No. 9)
Action: Over to the meeting of October 5, 1981.

2690-81 Extension of Limited Tenure appointments to October 5, 1981. (Calendar Item No. 7)
May 18, 1981:

1. Approve extension of Limited Tenure appointments of 12 Months or longer to September 30, 1981.
2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12 Months to September 30, 1981.

Action: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 5, 1981.

IN-SERVICE ACTIVITIES: (cont')

- 2691-81 Request from the Mayor's Office of Employment and Training for exception to the order of lay-off. (Calendar Item No. 10A)
- Action: Approve request in accordance with Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave, Section 32.05 - Exceptions to the Order of Lay-Off.

MISCELLANEOUS:

- 3025-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)
- Oral Authorization Numbers: 0793-0955
- Action: Approve.

RECRUITMENT AND EXAMINATION:

- 40217-81 Appeals of staff's denial regarding the terms of the examination announcement for Class 3630 Librarian I. (Calendar Item No. 11)
- Action: Over to the meeting of October 19, 1981. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 5:30 P.M.)
- 40265-81 Appeals of staff's denial of protests for Class 1654 Principal Accountant and Class 1656 Head Accountant written examination. (Calendar Item No. 13)
- Action: 1. Examination for Class 1654 Principal Accountant:
Deny staff report. Cancel this written examination and readminister new examination.
2. Examination for Class 1656 Head Accountant: Over to the meeting of October 19, 1981.
- 40276-81 Appeal of staff's denial of protest regarding qualifications appraisal rating for Class 2992 Contract Compliance Officer I. (Calendar Item No.12)
- Action: Deny appeal of Kevin Williams.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 21, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Duke B. Alegre, Q-2 Police Officer, 182/E-92, San Francisco Police Department, Company A, 09/02/81. (Calendar Item No. 23) (6)

Action: Over to the meeting of October 5, 1981.

Rudolph Brown, 9163 Transit Operator, 726/E-112, Public Utilities Commission, San Francisco Municipal Railway, 08/21/81. (Calendar Item No. 25) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of June 15, 1981:

(Commissioners Haile, Powell and Salomon):

Dennis K. Chambers, 8218 Muni Transit Police Officer, LT, San Francisco Police Department, Muni Transit, 05/11/81. (Calendar Item No. 22) (6)

June 15, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Over to the meeting of October 19, 1981.

Michael Dobosh, 9163 Transit Operator, 61/E-103, Public Utilities Commission, San Francisco Municipal Railway, 08/27/81. (Calendar Item No. 30) (7)

Action: Over to the meeting of October 19, 1981.

Manuel Fajardo, 7381 Automotive Mechanic, LT, Purchasing Department, Central Shops, 09/17/81. (Calendar Item No. 16) (1)

Action: Over to the meeting of October 5, 1981.

Christine Fisher, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 09/01/81. (Calendar Item No. 18) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Candice E. Fukunaga, Q-2 Police Officer, 269.5/E-93, San Francisco Police Department, Police Academy, 08/26/81. (Calendar Item No. 24) (6)

Action: Over to the meeting of October 19, 1981.

Uartine Gentry, 9163 Transit Operator, 156/E-109, Public Utilities Commission, San Francisco Municipal Railway, 09/08/81. (Calendar Item No. 26) (7)

Action: Over to the meeting of October 19, 1981.

Samuel Jenkins, 2302 Orderly, 122/E-309, Department of Public Health, Laguna Honda Hospital, 09/15/81. (Calendar Item No. 19) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Raul Llamanzares, 2321 Institutional Registered Nurse, 30/E-607, Department of Public Health, Laguna Honda Hospital, 09/15/81. (Calendar Item No. 20) (4)

Action: Over to the meeting of October 5, 1981.

Joseph V. Lopes, 2709 School Custodian, 89/E-58, San Francisco Community College District, 09/01/81. (Calendar Item No. 21) 4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Jimmy Moore, 8321 Counselor Boys Ranch School, LT, Juvenile Court, Log Cabin Ranch, 05/29/81. (Calendar Item No. 14) (1)

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of September 21, 1981.

Action: Over to the meeting of October 19, 1981.

Charles Regan, 9163 Transit Operator, 54/E-89, Public Utilities Commission, San Francisco Municipal Railway, 05/11/81. (Calendar Item No. 29) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Off calendar. Mr. Regan to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County pending final decision.

Action: Over to the meeting of October 19, 1981.

Linda Sage, 2312 Licensed Vocational Nurse, LT, Department of Public Health, Jail Medical Service, 08/23/81. (Calendar Item No. 17) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Ray Sandles, 9163 Transit Operator, 305/E-112, Public Utilities Commission, San Francisco Municipal Railway, 08/31/81. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Dewight Toland, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 08/04/81. (Calendar Item No. 15) (1)

Action: Over to the meeting of October 19, 1981.

Richard Wilson, 9163 Transit Operator, 472/E-113, Public Utilities Commission, San Francisco Municipal Railway, 08/24/81. (Calendar Item No.28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 5, 1981

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Haile
Commissioner Powell
Excused: Commissioner Lee
Commissioner Salomon
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of September 14, 1981

Action: Approve.

Regular Meeting of September 21, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1387-81 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 1)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Vernon D. Emmerson 4261 Real Property Appraiser	Assessor's Office	4
J. Ronald Estrada 5350 Electrical Engineering Assistant I	Airports Commission	5
Dave Fong 1658 Chief Accountant	Controller	5
Afredo Veal 8174 Civil Attorney	Public Defender	4

September 21, 1981: Over to the meeting of October 5, 1981.

Action: Over to the meeting of October 19, 1981.

1401-81 Request to reclassify one position in Class 1446 Senior Clerk Stenographer,
Public Utilities Commission. (Calendar Item No. 2)

Action: Adopt staff report:

1. Reclassify one position budgeted in Class 1446 Senior Clerk Stenographer (Sch. 36.5 \$560B675, 1218M1466) to Class 1450 Principal Clerk Stenographer (Sch. 38.4 \$611B738, 1329M1605).

CLASSIFICATION AND PAY: (cont')

- 1401-81 (CONT') 2. Amend Annual Salary Ordinance Section 40/01/00/0851 accordingly.
3. Advise the department to submit a supplemental appropriation request.

1402-81 Classification of one new position authorized in the 1980-81 budget for The San Francisco International Airport, Communications Division. (Calendar Item No. 3)

Action: Over to the meeting of October 19, 1981.

1412-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
100-81/82	Public Utilities Commission	Urban Transportation Development Corp.
101-81/82	Public Utilities Commission	Not selected as yet

- Action: 1. Approve Contract Number 100-81/82. Notify the offices of the Controller and the Purchaser.
2. Approve Contract Number 101-81/82 provisionally. To be recalendared upon selection of contractor.

IN-SERVICE ACTIVITIES:

2689-81 Appeal of denial by the General Manager, Personnel of request from the Sheriff for Oral Authorization. (Calendar Item No. 5)

September 21, 1981: Over to the meeting of October 5, 1981.

Action: Off calendar. Appeal withdrawn.

2690-81 Review of requests to extend Limited Tenure appointments of twelve or more months duration as of June 30, 1981. (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 6)

May 18, 1981: 1. Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1981.

September 21, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 5, 1981.

Action: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 19, 1981.

MISCELLANEOUS:

3026-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 7)

Oral Authorization Numbers: 0956-1178

- Action: 1. Oral Authorization Number 1134 severed - over to the meeting of October 19, 1981.
2. Approve all others.

RECRUITMENT AND EXAMINATION:

- 40218-81 H-2 Firefighter Special Report - (Craig Green). (Calendar Item No. 8)
- August 3, 1981: Over to the meeting of August 17, 1981.
- August 17, 1981: Over to the meeting of October 5, 1981.
- Action: Deny appeal of Craig Green. Sustain decision of Fire Department.
- 40244-81 Appeals of staff's denial of protest of the announcement for Class 1838
Administrative Assistant to the Executive Director, Health Service System.
(Calendar Item No. 9)
- Action: Over to the meeting of October 19, 1981.

COMMISSIONERS' NEW BUSINESS:

The Commission approved Commissioner Haile's motion that the examination for Class 1270 Departmental Personnel Officer be placed on the Examination Priority List.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 5, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Duke B. Alegre, Q-2 Police Officer, 182/E-92, San Francisco Police Department, Company A, 09/02/81. (Calendar Item No. 21) (6)

September 21, 1981: Over to the meeting of October 5, 1981.

Action: Off calendar.

Reconsideration of Civil Service Commission action of July 6, 1981:

(Commissioners Lee, Haile, Powell and Salomon):

Jose A. Arenas, Q-2 Police Officer, 114/E-92, San Francisco Police Department, Company D, 06/19/81. (Calendar Item No. 19) (6)

July 6, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Over to the meeting of October 19, 1981.

Edward Campbell, 9163 Transit Operator, 366/E-113, Public Utilities Commission, San Francisco Municipal Railway, 08/31/81. (Calendar Item No. 16) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Rocky M. Dela Merced, 2606 Senior Food Service Worker, LT, Department of Public Health, Laguna Honda Hospital, 08/26/81. (Calendar Item No. 13) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Manuel Fajardo, 7381 Automotive Mechanic, LT, Purchasing Department, Central Shops, 09/17/81. (Calendar Item No. 12) (1)

September 21, 1981: Over to the meeting of October 5, 1981.

Action: Over to the meeting of October 19, 1981.

Lawrence S. Hirsch, Q-2 Police Officer, 30/E-92, San Francisco Police Department, Company A, 09/22/81. (Calendar Item No. 22) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Anthony Wayne Horn, H-2 Firefighter, 375/E-26, San Francisco Fire Department, Uniform Division, 08/11/81. (Calendar Item No. 14) (4)

September 14, 1981: Over to the meeting of October 5, 1981.

Action: No restriction on future employment.

Shirley Johnson Jones, 2708 Custodian, 130.5/E-59, Airports Commission, 08/24/81. (Calendar Item No. 24) (3)

Action: Deny appeal. Approve Automatic Resignation. No restriction on future employment.

Raul Llamanzares, 2321 Institutional Registered Nurse, 30/E-607, Department of Public Health, Laguna Honda Hospital, 09/15/81. (Calendar Item No. 15) (4)

September 21, 1981: Over to the meeting of October 5, 1981.

Action: Dismiss from the Service. Future employment requires the approval of the General Manager, Personnel and Medical Clearance.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):

Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 06/24/81. (Calendar Item No. 10) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

Action: Over to the meeting of October 19, 1981.

Carl M. Olsen Jr., 8308 Sheriff's Sergeant, 8/P-6, Sheriff's Department, Jails Division, 09/22/81. (Calendar Item No. 18) (5)

Action: Over to the meeting of October 19, 1981.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts
Program, 06/24/81. (Calendar Item No. 11) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

Action: Over to the meeting of October 19, 1981.

Marie Vidal, 2324 Nursing Supervisor, 9/CPE-1, Department of Public Health,
Laguna Honda Hospital, 08/18/81. (Calendar Item No. 17) (5)

September 14, 1981: Over to the meeting of October 5, 1981.

Action: Over to the meeting of October 19, 1981.

Zenaida Villanueva, 1426 Senior Clerk Typist, 18/E-112, Department of Social
Services, 08/25/81. (Calendar Item No. 23) (3)

Action: Grant appeal. Disapprove Automatic Resignation.
Reinstate to position.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, Haile, Powell and Salomon):
Roberta Wright, Q-2 Police Officer, 125/E-92, San Francisco Police Department,
Mission Station, 06/ 3/81. (Calendar Item No. 20) (6)

July 6, 1981: Approve. Cancel all current examination and
eligibility status. Future employment subject
to review and approval of the General Manager,
Personnel after satisfactory completion of
one year's work experience outside the City and
County service. Not to be employed again by
the San Francisco Police Department.

Action: Over to the meeting of October 19, 1981.

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2. *Chlorophyll a* and *Chlorophyll b* content of the leaves was determined by spectrophotometry using the method of Arnon and Whistler (1940).

2. *Chlorophyll a* and *Chlorophyll b* content of the leaves was determined by spectrophotometry using the method of Arnon and Whistler (1940).

Action: Approve.

1387-81 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 1)

Action: Approve appointments at the step indicated, pending the Controller's certification that funds are available.
(Vote of 3 to 2: Commissioners Lee and Salomon dissent)

Action: Adopt staff report.

1. Retitle Class 2447 Technical Instructional Assistant, Chemistry to Class 2447 Technical Instructional Chemistry/Biology.
2. Amend class specification as recommended in the staff report.

CLASSIFICATION AND PAY; (cont')

1402-81 Classification of one new position authorized in the 1980-81 budget for the Airports Commission, Communications Division. (Calendar Item No. 2)

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Over to the meeting of November 2, 1981.

1406-81 Amendment to the class specification for Class 2950 Social Service Division Supervisor. (Calendar Item No. 4)

Action: Adopt staff report. Amend the class specification for Class 2950 Social Service Division Supervisor as recommended in the staff report.

1427-81 Requests for supervisory differential adjustments as provided by the Salary Standardization Ordinance, 1981-82. (Calendar Item No. 5)

Action: Adopt staff report as amended to correct departmental assignment of two employees from Department of Public Works to Recreation and Parks (Curtis Coats & Douglas Main). Approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriations.

1428-81 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
102-81/82	Port Commission	Woodward-Clyde Consultants
103-81/82	Port Commission	Burns Intl. Security Service
104-81/82	Port Commission	Lee Saylor, Inc.
105-81/82	Public Utilities Commission	Brown & Caldwell-Montgomery
106-81/82	Police Department	Hageman, Loring, Skleton, Inc.
107-81/82	Mayor's Economic Development Council	James Smutz
108-81/82	City Attorney	Brown & Caldwell
109-81/82	Mayor's Office of Employment & Training	State of California Employment Development Department
110-81/82	City Planning	California Enviromental Intern Program
111-81/82	Public Utilities Commission	Not selected as yet

Action:

1. Approve as amended by addendum report (Contract Number 111-81). Notify the offices of the Controller and the Purchaser.
2. The General Manager, Personnel authorized to act on personal services contracts for minor repairs on Municipal Railway vehicles for next two weeks. For the meeting of November 2, 1981, the Public Utilities Commission will submit proposed guidelines for authorizing the continued delegation of approval of such contracts to the General Manager, Personnel.

CLASSIFICATION AND PAY: (cont')

1429-81

Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Airport Dept. 27	1	1872 Programmer Analyst Sch. 44.3 \$807B975	Same - Develops & main- tains computer programs for Noise Management Information System & Noise Complaint System. Provides technical advice & training for Airport staff who use system.
City Planning Dept. 29	2	5283 Planner V.Urban Design Sch. 54.4 \$1304B1580	Same - Under new con- solidated management structure, provides mid- level managers over two major sections of the Plans and Program Div. Staff supervised includes employees at the Planner IV Planning Coord. level and subordinate pro- fessional & clerical staff. Positions report to Asst. Director, Plans & Programs.
	2	5297 Planner V Zoning Sch. 54.4 \$1304B1580	Same - Under new con- solidated management structure, provides mid- level managers over two major sections of the Zoning Implementation Division. Staff includes employees at the Planner IV level & subordinate professional & clerical staff. Positions report to the Asst. Director Implementation.
Municipal Railway	1	1424 Clerk Typist Sch. 32.5 \$465B560	1426 Senior Clerk Typist - Sch. 34.5 \$510B614. Provides highly respon- sible clerical support for three professional transit engineers. Position requires initiative and independent judgement.
Public Works Dept. 90	1	1844 Senior Management Assistant Sch. 46.6 \$899B1088	Same - Serves as senior staff aide for Bureau of Water Pollution Control management. Prepares budget, develops pro- cedures for bureau per- sonnel functions and MBO program. Supervises clerical support staff.

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

- 2257-81 Request for full Sick Leave Reimbursement. (Calendar Item No. 7)
September 21, 1981: Over to the meeting of October 19, 1981.
Action: Adopt staff report; deny request of Curtis Floyd.
- 2622-81 Status appointment to Class 1844 Senior Management Assistant. (Calendar Item No. 8)
August 17, 1981: Off calendar.
September 14, 1981: Over to the meeting of October 19, 1981.
Action: Over to the meeting of November 2, 1981.
- 2690-81 Review of requests to extend Limited Tenure appointments of twelve or more months duration as of June 30, 1981. (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 9)
May 18, 1981: Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1981.
September 21, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 5, 1981.
October 5, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 19, 1981.
Action: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of November 16, 1981. Staff to prepare an analysis of examination status of classifications for which limited tenure extension being requested.
- 2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 10)
Action: Over to the meeting of November 2, 1981.

MISCELLANEOUS:

- 3026-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 11)
Oral Authorization Numbers: 0956-1178
October 5, 1981: Oral Authorization Number 1134 severed - over to the meeting of October 19, 1981. Approve all others.
Action: Disapprove.
- 3027-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)
Oral Authorization Numbers: 1179-1375
Action: Approve.
- 3028-81 Request by the San Francisco Port Commission for Oral Authorization for Class 1822 Administrative Analyst. (Calendar Item No. 12)
Action: Over to the meeting of November 2, 1981.

RECRUITMENT AND EXAMINATION:

- 40185-81 Reconsideration of Civil Service Commission action of July 29, 1981: (Commissioners Lee, Texidor del Portillo and Powell): Report on non-Civil Service selection procedures by Public Utilities Commission for Classes 9139 Transit Supervisor I and 9140, 9141, 9142 Transit Managers I, II and III and requests for oral authorizations. (Calendar Item No. 13)
- July 6, 1981: Over to the meeting of July 20, 1981 for preparation of staff report.
- July 20, 1981: Over to the recessed meeting of July 29, 1981.
- July 29, 1981: Grant Oral Authorizations retroactive to July 6, 1981. Oral Authorizations will expire for Class 9139 Transit Supervisor I on November 30, 1981 and for Classes 9140, 9141, 9142 Transit Managers I, II and III on January 30, 1982.
- September 14, 1981: Over to the meeting of October 19, 1981.
- Action: Withhold oral authorizations for Class 9139 Transit Supervisor I until authorized to issue by Civil Service Commission.
- 40217-81 Appeals of staff's denial regarding the terms of the examination announcement for Class 3630 Librarian I. (Calendar Item No. 18)
- September 21, 1981: Over to the meeting of October 19, 1981.
- Action: Over to the meeting of November 2, 1981.
- 40244-81 Appeals of staff's denial of protest of the announcement for Class 1838 Administrative Assistant to the Executive Director, Health Service System. (Calendar Item No. 14)
- October 5, 1981: Over to the meeting of October 19, 1981.
- Action: Grant appeals of Azucema S. Leigh and Henry J. Leigh. Weight of scope of examination to be amended to 50% written examination and 50% oral examination.
- 40265-81 Appeals of staff's denial of protests for Class 1654 Principal Accountant and Class 1656 Head Accountant written examination. (Calendar Item No. 15)
- September 21, 1981: 1. Examination for Class 1654 Principal Accountant: Deny staff report. Cancel this written examination and readminister new examination.
2. Examination for Class 1656 Head Accountant: Over to the meeting of October 19, 1981.
- Action: Over to the meeting of November 2, 1981.
- 40298-81 Request from Vernon D. Phelps to reconsider his ineligible rating received from application review board in the examination for Class 2143 Hospital Assistant Administrator - Ambulatory Services. (Calendar Item No. 17)
- Action: Over to the meeting of November 2, 1981.
- 40301-81 Protests of the establishment of a list of 96 candidates for Class 2907 Eligibility Worker Supervisor. (Calendar Item No. 16)
- Action: Deny appeal of John VanVoorthuijsen, et al.

GENERAL MANAGER'S REPORT: (Calendar Item No. 19)

No report.

COMMISSIONERS NEW BUSINESS: (Calendar Item No. 19A)

The Commission directed that effective with the meeting of November 2, 1981 the General Manager's report to be placed at the beginning of the calendar and is to include reports on the following:

1. Meetings with Mayor, Department Heads or members of the Board of Supervisors. Matters of confidence should be reported in writing.
2. Correspondance received and written by the General Manager, Personnel.
3. Until goals and timetables finalized, a general report on the objectives and accomplishments of the General Manager, Personnel.
4. Senior Management Service.
5. Status of matter with Local 400 regarding transitioning of temporary employees to permanent status.
6. Results of Civil Service Commission staff reorganization.
7. Significant litigation.
8. Progress report on Administrator/Manager - Senior Management Service Classification Survey.
9. Decentralized Personnel Unit at Public Utilities Commission and Status of Memorandum of Understanding.
10. Personnel practices - Public Utilities Commission, San Francisco Municipal Railway.
11. Follow-up on Commissioners' Requests.
12. Other matters which should be brought to the Commission's attention.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 19, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, Haile, Powell and Salomon):

Jose A. Arenas, Q-2 Police Officer, 114/E-92, San Francisco Police
Department, Company D, 6/19/81. (Calendar Item No. 34) (6)

July 6, 1981: Approve. Cancel all current examination and
eligibility status. Future employment subject
to review and approval of the General Manager,
Personnel after satisfactory completion of one
year's work experience outside the City and
County service. Not to be employed again by
the San Francisco Police Department.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Sustain action of July 6, 1981.

Floy J. Barnett, 2302 Orderly, 136/E-309, Department of Public Health,
Laguna Honda Hospital, 10/6/81. (Calendar Item No. 29) (4)

Action: Over to the meeting of November 16, 1981.

Reconsideration of Civil Service Commission action of June 15, 1981:
(Commissioners Haile, Powell and Salomon):

Dennis K. Chambers, 8218 Muni Transit Police Officer, LT, San Francisco
Police Department, Muni Transit, 5/11/81. (Calendar Item No. 36) (6)

June 15, 1981: Approve. Cancel all current examination and
eligibility status. Future employment subject
to review and approval of the General Manager,
Personnel after satisfactory completion of one
year's work experience outside the City and
County service. Not to be employed again by
the San Francisco Police Department.

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Over to the meeting of November 2, 1981.

Michael Dobosh, 9163 Transit Operator, 61/E-103, Public Utilities Commission, San Francisco Municipal Railway, 8/27/81. (Calendar Item No. 44) (7)

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Future employment subject to medical clearance by a designated Commission physician.

Manuel Fajardo, 7381 Automotive Mechanic, LT, Purchasing Department, Central Shops, 9/17/81. (Calendar Item No. 24) (1)

September 21, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Purchasing Department.

Candice E. Fukunaga, Q-2 Police Officer, 269.5/E-93, San Francisco Police Department, Police Academy, 8/26/81. (Calendar Item No. 35) (6)

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Remand to the Chief of Police for reconsideration.

Uartine Gentry, 9163 Transit Operator, 156/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/8/81. (Calendar Item No. 45) (7)

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Donald E. Keeler, 5310 Surveyor's Field Assistant, 19/E-6, Public Utilities Commission, Hetch Hetchy Water and Power, 10/2/81. (Calendar Item No. 28) (4)

Action: Over to the meeting of November 2, 1981.

Peter Leonard, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 8/2/81. (Calendar Item No. 25) (1)

September 14, 1981: Over to the meeting of October 19, 1981.

Action: Off calendar.

James Lewis, 9163 Transit Operator, 95/E-113, Public Utilities Commission, San Francisco Municipal Railway, 7/21/81. (Calendar Item No. 40) (6)

Action: Over to the meeting of November 2, 1981.

Reconsideration of Civil Service Commission action of September 21, 1981: (Commissioners del Portillo, Haile and Powell):

Joseph V. Lopes, 2709 School Custodian, 89/E-58, San Francisco Community College District, 9/1/81. (Calendar Item No. 27) (4)

September 21, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Stephen D. Lyster, Q-2 Police Officer, 17/E-76, San Francisco Police Department, Personnel Division, 9/15/81. (Calendar Item No. 41) (3)

Action: Off calendar.

Jimmy Moore, 8321 Counselor Boys Ranch School, LT, Juvenile Court, Log Cabin Ranch, 5/29/81. (Calendar Item No. 22) (1)

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of September 21, 1981.

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Juvenile Court. (Vote of 3 to 1: Commissioner Haile dissents)

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 20) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Over to the meeting of November 16, 1981.

Carl M. Olsen Jr., 8308 Sheriff's Sergeant, 8/P-6, Sheriff's Department, Jail Division, 9/22/81. (Calendar Item No. 32) (5)

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Reinstate to a position in the class from which promoted.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 21) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Over to the meeting of November 16, 1981.

Charles Regan, 9163 Transit Operator, 54/E-89, Public Utilities Commission, San Francisco Municipal Railway, 5/11/81. (Calendar Item No. 43) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Off calendar. Mr. Regan to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County pending final decision.

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Over to the meeting of November 2, 1981.

Dewey Route, 7530 Street Cleaner, 5/P-9, Department of Public Works, Street Cleaning Division, 9/21/81. (Calendar Item No. 46) (7)

Action: Over to the meeting of November 2, 1981.

Norman T. Smith, 2907 Eligibility Worker Supervisor, 42/P-2, Department of Social Services, 9/25/81. (Calendar Item No. 42) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position with a probationary period subject to all the terms and condition of Charter Section 8.340 and Civil Service Commission Rule 16.

James A. Tacchi, Q-2 Police Officer, 257/E-93, San Francisco Police Department, Police Academy, 9/21/81. (Calendar Item No. 38) (6)

Action: Over to the meeting of November 2, 1981.

Dwight Toland, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/4/81. (Calendar Item No. 23) (1)

September 21, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Steven Tull, 2528 Medical Steward, LT, Department of Public Health, Jail Medical Services, 9/27/81. (Calendar Item No. 26) (1)

Action: Over to the meeting of November 16, 1981.

Ronald Varni, 9202 Airport Communications Operator, V-1/E-4, Airports Commission, Communications Division, 10/3/81. (Calendar Item No. 39) (6)

Action: Over to the meeting of November 2, 1981.

Marie Vidal, 2324 Nursing Supervisor, 9/CPE-1, Department of Public Health, Laguna Honda Hospital, 8/18/81. (Calendar Item No. 31) (5)

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Approve. Reinstate to a position in the class from which promoted.

Linda V. Washington, Q-2 Police Officer, 106/E-93, San Francisco Police Department, Support Services Bureau, 9/22/81. (Calendar Item No. 30) (4)

Action: Over to the meeting of November 2, 1981.

William Wasley, Q-2 Police Officer, 83/E-34, San Francisco Police Department, Support Services Bureau, 1/24/79. (Calendar Item No. 37) (6)

February 20, 1979: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: 1. Rescind action of February 20, 1979.
2. Remand resignation to the Chief of Police for reconsideration of certification of services.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department. (The one year begins on February 20, 1979)

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, Haile, Powell and Salomon):
Roberta Wright, Q-2 Police Officer, 125/E-92, San Francisco Police Department, Mission Station, 6/3/81. (Calendar Item No. 33) (6)

July 6, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

October 5, 1981: Over to the meeting of October 19, 1981.

Action: Sustain action of July 6, 1981.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 2, 1981

PART 1 - 2:00 P.M.

DOCUMENTS SECT.
NOV 11 1981

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Lee presided

MINUTES: Regular Meeting of October 19, 1981

Action: Approve.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

- Action:
1. Report presented.
 2. Report on status of temporary appointees in Class 7410 Automotive Service Worker, Public Utilities Commission, on November 16, 1981.
 3. General Manager to give report on "Near Lists" on November 16, 1981.
 4. General Manager to implement previous Commission action and provide requested data with reports on Suspension of Z - symbols.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

Commissioner Lee requested a report on November 16, 1981 regarding certain non-Civil Service appointments at the Department of Social Services.

RECRUITMENT AND EXAMINATION:

40217-81 Appeals of staff's denial regarding the terms of the examination announcement for Class 3630 Librarian I. (Calendar Item No. 6)

September 21, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Eligibles without Master of Library Science degree to remain under waiver until evidence of award of this degree is produced.

40265-81 Appeals of staff's denial of protests for Class 1654 Principal Accountant and Class 1656 Head Accountant written examination. (Calendar Item No. 3)

September 21, 1981: 1. Examination for Class 1654 Principal Accountant: Deny staff report. Cancel this written examination and readminister new examination.

2. Examination for Class 1656 Head Accountant: over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Off calendar.

RECRUITMENT AND EXAMINATION: (cont')

40298-81 Request from Vernon D. Phelps to reconsider his ineligible rating received from application review board in the examination for Class 2143 Hospital Assistant Administrator - Ambulatory Services. (Calendar Item No. 4)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Off calendar.

40309-81 Special Report: Examination for Class 1825 Management Analyst. (Calendar Item No. 5)

Action: Over to the meeting of November 16, 1981.

IN-SERVICE ACTIVITIES:

2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F) (Calendar Item No. 9)

Action: Over to the meeting of November 16, 1981.

2622-81 Status appointment to Class 1844 Senior Management Assistant. (Calendar Item No. 7)

August 17, 1981: Off calendar.

September 14, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Off calendar.

2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 8)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.

2. Approve all other requests.

2789-81 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, and Civil Service Commission Rule 31 - Overtime, to implement State Disability Insurance (SDI) Program. (Calendar Item No. 13)

Action: Post for adoption at the meeting of November 16, 1981.

2790-81 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01 - General Provisions. (Calendar Item No. 12)

Action: Post for adoption at the meeting of November 16, 1981.

2791-81 Proposed amendments to Civil Service Commission Rule 20 - Transfer. (Calendar Item No. 11)

Action: Post for adoption at the meeting of November 16, 1981.

IN-SERVICE ACTIVITIES: (cont')

- 2792-81 From Automotive Machinists Local 1305: Request for hearing on the resignation of William Canizales. (Calendar Item No. 10)
- Action: Deem resignation letter of July 15, 1981 to be a resignation from temporary promotive appointment. Reinstate to a permanent position in Class 7249 Automotive Mechanic Supervisor, Public Utilities Commission. Award back pay from August 12, 1981 through and including November 2, 1981.

CLASSIFICATION AND PAY:

- 1402-81 Classification of one new position authorized in the 1980-81 budget for the Airports Commission, Communications Division. (Calendar Item No. 14)
- October 5, 1981: Over to the meeting of October 19, 1981.
- October 19, 1981: Over to the meeting of November 2, 1981.
- Action: Refer to staff for further review. Over to the meeting of November 16, 1981.

- 1436-81 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for over-time compensation for employees in classes designated by "Z" Symbol. (Calendar Item No. 15)
- Action: Off calendar at the call of the Chair.

- 1437-81 Review of requests for approval of the proposed personal services contracts. (Calendar Item No. 16)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
112-81/82	Art Commission	John Rampley
113-81/82	Public Works	Kennedy/Jenks Engineers
114-81/82	Public Works	TEI Consultants
115-81/82	Public Works	Towill Inc.
116-81/82	Public Works-Clean Water	Christos A. Pharnartzis
117-81/82	Electricity	Llyod F. McKinney Associates
118-81/82	Airports Commission	Cerand & Company
119-81/82	Port Commission	Dames and Moore
120-81/82	Public Utilities Commission (Muni) and City Planning	DKS Associates
121-81/82	Social Services	Luz-Mary Harris, Ph.D.
122-81/82	Social Services	J. Donald Cohon, Ph.D.
123-81/82	Social Services	Carolyn Block, Ph.D.
124-81/82	Social Services	Martin Glasser, M.D.
125-81/82	Public Works	Harold E. Rogers, Jr. of Manatt, Phelps, Rothenberg and Tunney

- Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1438-81 Classification of twelve (12) new positions authorized in the 1981-82 budget for the District Attorney's Office. (Calendar Item No. 18)

Action: Adopt staff report.

1. Allocate 11 new positions as follows:

6-8146 District Attorney's Investigator (Sch. 45.9 \$870B1052, 1829M2288)

1-8147 Senior District Attorney's Investigator (Sch. 47.6 \$943B1141, 2051M2482)

2-8178 Senior Trial Attorney (Sch. 54.1 \$1285B1558, 2795M3389)

1-1458 Legal Stenographer (Sch. 37.9 \$596B721, 1296M1568)

1-1424 Clerk Typist (Sch. 32.5 \$465B560, 1011M1218)

2. Establish a new classification of 8150 Chief Welfare Fraud Investigator (Sch. 53.7 \$1261B1528, 2743M3323)

3. Allocate one position budgeted in Class A410 Chief Welfare Investigator to Class 8150 Chief Welfare Fraud Investigator.

4. Amend Section 04/01/00/08099 of the Annual Salary Ordinance accordingly.

1454-81 Discussion on establishing guidelines for the review of Public Utilities Commission contracts to repair Municipal Railway diesel buses. (Calendar Item No. 17)

Action: Authorize the General Manager, Personnel to review and approve personal services contracts for minor repair work of Municipal Railway diesel buses through April, 1982; Total cost of such contracts shall not exceed \$150,000.

MISCELLANEOUS:

3028-81 Request by the San Francisco Port Commission for Oral Authorization for Class 1822 Administrative Analyst. (Calendar Item No. 19)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Over to the meeting of November 16, 1981.

3029-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 20)

Oral Authorization Numbers: 1376-1591

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 2, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Aladino Bautista, 2424 X-Ray Laboratory Aide, 7/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/20/81.
(Calendar Item No. 41) (7)

Action: Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Annette Carroll, 1424 Clerk Typist, 2/P-29, Department of Public Health, Youth Guidance Center, 10/6/81. (Calendar Item No. 40) (7)

Action: Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Veronica Casilla, 2302 Orderly, 89/E-309, Department of Public Health, Laguna Honda Hospital, 10/27/81. (Calendar Item No. 29) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of June 15, 1981:
(Commissioners Haile, Powell and Salomon):

Dennis K. Chambers, 8218 Muni Transit Police Officer, LT, San Francisco Police Department, Muni Transit, 5/11/81. (Calendar Item No. 31) (6)

June 15, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

September 21, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

Action: 1. Rescind action of June 15, 1981.
2. Not to be employed again by the
San Francisco Police Department.

Karen R. Dailey, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 10/20/81. (Calendar Item No. 24) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Grace Dawson, 2312 Licensed Vocational Nurse, 14/E-62, Department of Public Health, San Francisco General Hospital Medical Center, 8/27/81. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Norvelda Dawson, 1424 Clerk Typist, LT, Department of Social Services, Microfilm Conversion Unit, 10/16/81. (Calendar Item No. 23) (1)

Action: Over to the meeting of November 16, 1981.

Joyce F. Hill, 3616 Library Technical Assistant I, 2/P-6, San Francisco Public Library, 9/24/81. (Calendar Item No. 21) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Public Library.

Richard Johnson, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/7/81. (Calendar Item No. 25) (1)

Action: Over to the meeting of November 16, 1981.

Donald E. Keeler, 5310 Surveyor's Field Assistant, 19/E-6, Public Utilities Commission, Hetch Hetchy Water and Power, 10/2/81. (Calendar Item No. 26) (4)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

James Lewis, 9163 Transit Operator, 95/E-113, Public Utilities Commission, San Francisco Municipal Railway, 7/21/81. (Calendar Item No. 34) (6)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Deem resignation acceptable for reappointment purposes. Eligible to request reappointment to any former class in which the probationary period had been completed subject to all the terms and condition of Civil Service Commission Rule 13.

Eugenio Mateo, 2321 Institutional Registered Nurse, 2/E-598, Department of Public Health, San Francisco General Hospital Medical Center, 10/5/81. (Calendar Item No. 28) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Donald E. Montgomery, Q-2 Police Officer, 46/E-93, San Francisco Police Department, Support Services Bureau, 10/5/81. (Calendar ITEM No. 22) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Patrick W. Moore, Q-2 Police Officer, 55.5/E-93, San Francisco Police Department, Company D, 10/8/81. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Charles Regan, 9163 Transit Operator, 54/E-89, Public Utilities Commission, San Francisco Municipal Railway, 5/11/81. (Calendar Item No. 38) (7)

June 1, 1981: Over to the meeting of June 15, 1981.

June 15, 1981: Off calendar. Mr. Regan to notify the Assistant Secretary when prepared to proceed. Under waiver for all employment with the City and County pending final decision.

September 21, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Not to be employed again by the Public Utilities Commission or any position which involves the handling of money.

Dewey Route, 7530 Street Cleaner, 5/P-9, Department of Public Works, Street Cleaning Division, 9/21/81. (Calendar Item No. 39) (7)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Over to the meeting of November 16, 1981.

Joel Silverstein, 2905 Senior Eligibility Worker, 197/E-8, Department of Social Services, Fraud Prevention Unit, 8/18/81. (Calendar Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

James A. Tacchi, Q-2 Police Officer, 257/E-93, San Francisco Police Department, Police Academy, 9/21/81. (Calendar Item No. 32) (6)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Approve. Approve request to return name to list.

Ronald Varni, 9202 Airport Communications Operator, V-1/E-4, Airports Commission, Communications Division, 10/3/81. (Calendar Item No. 30) (6)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Ira Ware, 2903 Eligibility Worker, 126/E-11, Department of Social Services, Non-Assistance Food Stamp Program, 6/15/81. (Calendar Item No. 37) (6)

Action: Over to the meeting of November 16, 1981.

Linda V. Washington, Q-2 Police Officer, 106/E-93, San Francisco Police Department, Support Services Bureau, 9/22/81. (Calendar Item No. 27) (4)

October 19, 1981: Over to the meeting of November 2, 1981.

Action: No restriction on future employability.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO
STANDING COMMITTEE ON CHARTER AND RULES REVISION

COMMITTEE MEMBERS

Darrell J. Salomon, Chair
Genevieve Powell, Member
Carlota Texidor del Portillo, Member

COMMITTEE MEETING

October 28, 1981

3:00 P.M.

Room 202
War Memorial Veterans Building

SCCR 1-81 Consideration of developing a new Civil Service Commission Rule on
personal services contracts.

April 6, 1981: Meeting recessed due to lack of quorum.
Continued to the call of the Chair.

October 14, 1981: Adjourned to 3:00 P.M. Wednesday,
October 28, 1981, Room 202 War Memorial
Veterans Building.

Action: Adjourned to 3:00 P.M. Monday, November 23, 1981.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 16, 1981

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo (Items Missed: 25,27,28,29 & 30)
Commissioner Haile (Items Missed: Minutes, Consent Calendar and 1-4 of
General Manager's Report)
Commissioner Powell
Commissioner Salomon (Items Missed: 20,23 & 24)
Excused: Commissioner Lee
Commissioner Texidor del Portillo presided (Part I Only)
Commissioner Haile presided (Part II Only)

DOCUMENTS DEPT.

NOV 25 1981

MINUTES: Regular Meeting of November 2, 1981

Action: Approve.

SAN FRANCISCO
PUBLIC LIBRARY

CLASSIFICATION AND PAY:

1402-81 Classification of one new position authorized in the 1980-81 budget for the Airports Commission, Communications Division. (Calendar Item No. 12)

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Refer to staff for further review. Over to the meeting of November 16, 1981.

Action: Off calendar.

1464-81 Request to establish a conditional waiver for "Gay Health Services Specialists." (Calendar Item No. 13)

Action: Over to the meeting of December 7, 1981.

1487-81 Classification of two new positions for the Port of San Francisco. (Calendar Item No. 14)

Action: Adopt staff report.

1. Classify one new position budgeted in Class A324 Assistant Superintendent, Streets and Transportation (J Rate, \$814B814) to Class 5209 Industrial Engineer (Sch. 50.1 \$1062B1285, 2310M2795).
2. Retitle and amend class specification for 4366 Collection Supervisor, Water Department to 4366 Collection Supervisor (Sch. 40.1 \$661B800, 1438M1740).
3. Allocate one new position enumerated in the 1981-82 budget as 4346 Delinquent Revenue Assistant Supervisor (Sch. 37.7 \$591B714, 1285M1553) to the amended classification.
4. Advise the department to submit a supplemental appropriation request to adjust their budget.
5. Amend Annual Salary Ordinance Sections 39/03/01/001 and 39/90/01/001 accordingly.

CLASSIFICATION AND PAY: (cont')

1488-81 Establishment of new classification, Board of Supervisors.
(Calendar Item No. 15)

Action: Adopt new class of 1145 Deputy Clerk, Board of Supervisors,
(J,Z \$2074 BW - Flat Rate); Amend Annual Salary Ordinance
Section 010100/01001 accordingly.

1489-81 Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
City Planning Dept. 29	1	1222 Senior Payroll and Personnel Clerk Sch. 36.9 \$570B688	Same - Prepares all departmental timerolls and maintains personnel records for all staff, supervises clerical & typing activities in- volved in timeroll pre- paration; assists in development of new com- puterized payroll data input system procedures.
	1	5280 Planner III Housing Sch. 47.4 \$934B1131	Same - Manages and coordinates the work of the housing section; super- vises and participates in the development of housing planning policy, reviews environmental input reports; supervises subordinate staff.
	1	5412 Planning Coordi- nator \$1196 BW Flat Rate	Same - Manages and coordi- nates the work of the Energy Section, a major new program area of the Plans and Programs division; coordinates energy conservation policy with other planning sections; supervises subordinate Planners.
Clean Water Program Dept. 92	1	1652 Senior Accountant Sch. 42.2 \$731B882	Same - Supervises & participates in difficult accounting work in connec- tion with various Clean Water program fund sources.
	1	5206 Assoc. Civil Engr. Sch. 50.1 \$1062B1285	Same - Plans, organizes & coordinates various hydraulics & hydrology functions in connection with development of clean water facilities; prepares budgets, supervises subord- inate technical personnel.

CLASSIFICATION AND PAY: (cont')

1489-81 (CONT')	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	Municipal Railway Dept. 35	1	1422 Junior Clerk Typist Sch. 29.0 \$396B475	1424 Clerk Typist (Sch. 32.5 \$465B560). Serves as timekeeper for 350 employees & receptionist at Woods Yard maintenance office; types a variety of correspondence in- cluding accident and in- jury reports.
	S.F. Unified School District Dept. 07	1	1720 Data Entry Operator Sch. 32.0 \$453B546	Same - Performs data entry functions for new com- puterized payroll person- nel system.

Action: Adopt staff report.

1490-81 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 16)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Edwin Lam 5234 Junior Electrical Engineer	Public Works	5
William Dickenson 5234 Junior Electrical Engineer	Public Works	5
Kristin Hawley 1862 Systems & Procedure Analyst	S.F.U.S.D.	5
Julia Gordan 1862 Systems & Procedure Analyst	S.F.U.S.D.	5
Stanley K. Lim 2978 Contract Compliance Officer II	Human Rights Commission	3
Bref French 8176 Trial Attorney	District Attorney	4
Robert H. Perez 8182 Head Attorney	District Attorney	5
Ray Favetti 1844 Senior Management Assistant	Public Utilities Commission	3
Therese Cannata 8174 Civil Attorney	Public Defender	2
Sean Ellis 8176 Trial Attorney	Public Defender	2
Susan Rutberg 8174 Civil Attorney	Public Defender	5
James Wong 1880 Chief of Systems	Controller's Office	2
Judy Schutzman 1844 Senior Management Assistant	Social Services	5

Action: Over to the meeting of December 7, 1981.

CLASSIFICATION AND PAY: (cont')

1491-81

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 17)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
126-81/82	Civil Service Commission	Management & Personnel Systems, Inc.
127-81/82	Civil Service Commission	Management & Personnel Systems, Inc.
128-81/82	Civil Service Commission	Management & Personnel Systems, Inc.
129-81/82	Civil Service Commission	Merit Employment Assessment Services, Inc.
130-81/82	Civil Service Commission	Merit Employment Assessment Services, Inc.
131-81/82	Civil Service Commission	Biddle & Associates, Inc.
132-81/82	Civil Service Commission	Biddle & Associates, Inc.
133-81/82	Civil Service Commission	James M. Newman
134-81/82	Commission on Status of Women	La Casa de las Madres
135-81/82	Commission on Status of Women	WOMAN, Inc.
136-81/82	Public Utilities Commission	Garrett-AiResearch Mfg. Co.
137-81/82	War Memorial	S.F. Performing Arts Center Foundation
138-81/82	Chief Administrative Officer	Ralph M. Parsons Co.
139-81/82	City Attorney	Coopers & Lybrand
140-81/82	Public Works-Clean Water	Battelle Pacific Northwest Laboratories
141-81/82	Public Works	Michael Painter & Associates
142-81/82	Public Works	David L. Gates & Associates
143-81/82	Public Works	PARTEC
144-81/82	Public Works	Richard Schadt Associates
145-81/82	Public Works	Milton F. Johnson & Clifford E. Anderson
146-81/82	Public Works	Warren Industries
147-81/82	Public Works	Secretarial Alternative
148-81/82	Mayor's Criminal Justice Council	PSE 3 Inc.

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

- 2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F) (Calendar Item No. 5)
- November 2, 1981: Over to the meeting of November 16, 1981.
- Action: Over to the meeting of December 7, 1981.
- 2690-81 Review of requests to extend Limited Tenure appointments of twelve or more months duration as of June 30, 1981. (Civil Service Commission Rule 19, Section 19.07) (Calendar Item No. 6)
- May 18, 1981: Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1981.
- September 21, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 5, 1981.
- October 5, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of October 19, 1981.
- October 19, 1981: Approve additional extension of Limited Tenure appointments to the Civil Service Commission meeting of November 16, 1981. Staff to prepare an analysis of examination status of classifications for which limited tenure extensions are being requested.
- Action: Approve requests. Extend Limited Tenure appointments until June 30, 1982.
- 2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 7)
- October 19, 1981: Over to the meeting of November 2, 1981.
- November 2, 1981: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.
2. Approve all other requests.
- Action: Over to the meeting of December 7, 1981.
- 2787-81 Request from the San Francisco Police Department for approval for an exception to the Normal Work Week. (Calendar Item No. 8)
- Action: Approve.
- 2789-81 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, and Civil Service Commission Rule 31 - Overtime, to implement State Disability Insurance (SDI) Program. (Calendar Item No. 9)
- November 2, 1981: Post for adoption at the meeting of November 16, 1981.
- Action: 1. Adopt proposed changes to Civil Service Commission Rule 31 - Overtime.
2. Adopt proposed changes to Rule 22 - Leaves of Absence; forward to the Board of Supervisors for approval as required by Charter Section 8.363.

IN-SERVICE ACTIVITIES: (cont')

2790-81 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.01 - General Provisions. (Calendar Item No. 10)

November 2, 1981: Post for adoption at the meeting of November 16, 1981.

Action: Adopt.

2791-81 Proposed amendments to Civil Service Commission Rule 20 - Transfer. (Calendar Item No. 11)

November 2, 1981: Post for adoption at the meeting of November 16, 1981.

Action: Adopt. (Vote of 3 to 1: Commissioner Salomon dissents)

RECRUITMENT AND EXAMINATION:

40014-81 Q-2 Police Officer - Special Report - (Randolph Taylor) (Calendar Item No. 4)

March 2, 1981: Sustain rejection of Randolph L. Taylor.
(Vote of 3 to 1: Commissioner Lee dissenting - Commissioner Salomon excused).

Action: Over to the meeting of December 7, 1981.

40309-81 Special Report: Examination for Class 1825 Management Analyst. (Calendar Item No. 3)

November 2, 1981: Over to the meeting of November 16, 1981.

Action: Amend the previous Commission order to require that development of an examination for Class 1825 Management Analyst begin within sixty (60) days of receipt of a vacant, active requisition.

MISCELLANEOUS:

3028-81 Request by the San Francisco Port Commission for Oral Authorization for Class 1822 Administrative Analyst. (Calendar Item No. 18)

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Over to the meeting of November 16, 1981.

Action: Over to the meeting of December 7, 1981.

3030-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorizations Numbers: 1592-1777

Action: Approve.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Listing of Appointments by Race, Ethnicity/Sex for the period September 1-31, 1981.
4. Transition of temporary employees.
5. Litigation.
6. Status of Classification Survey.
7. Senior Management Service.
8. Report regarding appointments re classifications related to Muni maintenance.
9. Follow-up on Commissioners' requests.
10. Other matters which should be brought to the Commissioners' attention.

GENERAL MANAGER'S REPORT: (cont')

Action: Report presented.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

Staff to report on status of Examination Program since staff reorganization on December 7, 1981.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 16, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Floy J. Barnett, 2302 Orderly, 136/E-309, Department of Public Health, Laguna Honda Hospital, 10/6/81. (Calendar Item No. 28) (4)

October 19, 1981: Over to the meeting of November 16, 1981.

Action: Return name to list.

Roland M. Blanchard, Q-2 Police Officer, 239/E-93, San Francisco Police Department, Support Services Bureau, 10/30/81. (Calendar Item No. 29) (4)

Action: Over to the meeting of December 7, 1981.

Michele Byrd, 1406 Senior Clerk, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/6/81. (Calendar Item No. 20) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Ronald W. Campbell, 9163 Transit Operator, 73/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/30/81. (Calendar Item No. 33) (6)

Action: Over to the meeting of December 21, 1981.

Norvela Dawson, 1424 Clerk Typist, LT, Department of Social Services, Microfilm Conversion Unit, 10/16/81. (Calendar Item No. 24) (1)

November 2, 1981: Over to the meeting of November 16, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Reconsideration of Civil Service Commission action of October 5, 1981:
(Commissioners Lee, Powell and Salomon):

Rocky M. Dela Merced, 2606 Senior Food Service Worker, LT, Department
of Public Health, Laguna Honda Hospital, 8/26/81. (Calendar Item No. 23) (1)

October 5, 1981: Approve. Cancel all current examination and
eligibility status. Future employment subject
to review and approval of the General Manager,
Personnel after satisfactory completion of one
year's work experience outside the City and
County service. Not to be employed again by
the Department of Public Health.

Action: 1. Rescind action of October 5, 1981.
2. Approve.
3. Refer to EEO Unit for other employment not at Laguna
Honda Hospital.

Craig Dickerson, 2709 School Custodian, 52/E-21, San Francisco Unified
School District, Custodial Services, 9/10/81. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory
completion of one year's work experience outside the City
and County service. Not to be employed again by the San
Francisco Unified School District.

Candice E. Fukunaga, Q-2 Police Officer, 269.5/E-93, San Francisco Police
Department, Police Academy, 8/26/81. (Calendar Item No. 31) (6)

September 21, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Remand to the Chief of Police for re-
consideration.

Action: Over to the meeting of December 21, 1981.

Michael Helton, 2604 Food Service Worker, LT, Department of Public
Health, Laguna Honda Hospital, 10/6/81. (Calendar Item No. 19) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel
all current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one
year's work experience outside the City and County service.
Not to be employed again by the Department of Public Health.

Richard Johnson, 9163 Transit Operator, LT, Public Utilities Commission,
San Francisco Municipal Railway, 10/7/81. (Calendar Item No. 25) (1)

November 2, 1981: Over to the meeting of November 16, 1981.

Action: Off calendar. Mr. Johnson to notify the Assistant Secretary
when prepared to proceed. To remain under waiver pending
final Commission action.

Steve Martinez, 1734 Computer Operator I, LT, Controller's Office, EDP, 10/30/81. (Calendar Item No. 27) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 21) (1)

July 6, 1981: Approve.
August 17, 1981: Over to the meeting of September 14, 1981.
September 14, 1981: Over to the meeting of October 5, 1981.
October 5, 1981: Over to the meeting of October 19, 1981.
October 19, 1981: Over to the meeting of November 16, 1981.
Action: Over to the meeting of December 7, 1981.

Reconsideration of Civil Service Commission of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 22) (1)

July 6, 1981: Approve.
August 17, 1981: Over to the meeting of September 14, 1981.
September 14, 1981: Over to the meeting of October 5, 1981.
October 5, 1981: Over to the meeting of October 19, 1981.
October 19, 1981: Over to the meeting of November 16, 1981.
Action: Over to the meeting of December 7, 1981.

Dewey Route, 7530 Street Cleaner, 5/P-9, Department of Public Works, Street Cleaning Division, 9/21/81. (Calendar Item No. 35) (7)

October 19, 1981: Over to the meeting of November 2, 1981.
November 2, 1981: Over to the meeting of November 16, 1981.
Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Dwight Shoals, 9163 Transit Operator, 74/E-100, Public Utilities Commission, San Francisco Municipal Railway, 10/28/81. (Calendar Item No. 36) (7)

Action: Over to the meeting of December 21, 1981.

Lorraine Trinidad, 2312 Licensed Vocational Nurse, LT, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/81. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Steven Tull, 2528 Medical Steward, LT, Department of Public Health, Jail Medical Services, 9/27/81. (Calendar Item No. 26) (1)

October 19, 1981: Over to the meeting of November 16, 1981.

Action: Off calendar.

Ira Ware, 2903 Eligibility Worker, 126/E-11, Department of Social Services, Non-Assistance Food Stamp Program, 6/15/81. (Calendar Item No. 30) (6)

November 2, 1981: Over to the meeting of November 16, 1981.

Action: Approve. Future employment subject to approval of the General Manager, Personnel.

Ruth James, 2320 Registered Nurse, 1/E-78, Department of Public Health, San Francisco General Hospital Medical Center, 4/28/81. (7)

August 3, 1981: Over to the meeting of November 2, 1981.

Action: Over to the meeting of December 7, 1981

The Commission adjourned its meeting in memory of Bing K. Chin, father of Commissioner Louis Hop Lee, President.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 7, 1981

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 7 1981

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Lee presided

MINUTES: Regular Meeting of November 16, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1464-81 Request to establish a conditional waiver for "Gay Health Services Specialists." (Calendar Item No. 11)
November 16, 1981: Over to the meeting of December 7, 1981.
Action: Approve use of conditional waiver for "Gay Health Services Specialists" positions.

1490-81 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 12)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>ACTION</u>
Edwin Lam 5234 Junior Electrical Engineer	Public Works	Adopt staff report. Deny request.
William Dickenson 5234 Junior Electrical Engineer	Public Works	Adopt staff report. Deny request.
Kristin Hawley 1862 Systems & Procedure Analyst	S.F.U.S.D.	Adopt staff report. Approve appointment at Step 5.
Julia Gordan 1862 Systems & Procedure Analyst	S.F.U.S.D.	Adopt staff report. Approve appointment at Step 5.
Stanley K. Lim 2978 Contract Compliance Officer II	Human Rights Commission	Deny staff report. Approve appointment at Step 4.
Bref French 8176 Trial Attorney	District Attorney	Deny staff report. Approve appointment at Step 4. (Vote of 3 to 1: Commissioner Lee dissents)
Robert H. Perez 8182 Head Attorney	District Attorney	Adopt staff report. Approve appointment at Step 5.
Ray Favetti 1844 Senior Management Assistant	Public Utilities Commission	Off calendar

CLASSIFICATION AND PAY: (cont')

1490-81 (CONT')	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>ACTION</u>
	Therese Cannata 8174 Civil Attorney	Public Defender	Adopt staff report. Deny request.
	Sean Ellis 8176 Trial Attorney	Public Defender	Adopt staff report. Deny request.
	Susan Rutberg 8174 Civil Attorney	Public Defender	Deny staff report. Approve appointment at Step 5.
	Joseph Hartswick 1874 Senior Programmer Analyst	Public Works	Adopt staff report. Approve appointment at Step 4 effective on August 6, 1981.
	James Wong 1880 Chief of Systems	Controller's Office	Adopt staff report. Deny request.
	Judy Schutzman 1844 Senior Management Assistant	Social Services	Adopt staff report. Approve appointment at Step 5.

1518-81 Classification of one newly-budgeted position at the Fire Department.
(Calendar Item No. A)

Action: Adopt staff report.

1. Allocate one new position authorized in the budget as 1720 Data Entry Operator (Sch. 32.0 \$453B546, 985M1188) to Class 1424 Clerk Typist (Sch. 32.5 \$465B560, 1011M1218).
2. Amend Annual Salary Ordinance Section 31/03/00/01001 accordingly.
3. Advise the department to submit a supplemental appropriation request.

1519-81 Request to reclassify one position in Class B412 Senior Clerk Stenographer to Class 1450 Principal Clerk Stenographer, Department of Public Health, Central Office. (Calendar Item No. B)

Action: Adopt staff report.

1. Reclassify one position in Class B412 Senior Clerk Stenographer (Sch. 36.9 \$570B688) to Class 1450 Principal Clerk Stenographer (Sch. 38.4 \$611B738).
2. Amend Section 830100 of the Annual Salary Ordinance accordingly effective July 1, 1981.
3. Status to be granted to Dorothy Clark, permanent incumbent in Class B412 Senior Clerk Stenographer to Class 1450 Principal Clerk Stenographer in accordance with Commission action during the Jacob's survey.

CLASSIFICATION AND PAY: (cont')

1528-81

Request to survey two vacant positions in the Recorder's Office.
(Calendar Item No. C)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1404 Clerk (Sch. 31.7 \$448B539, 974M1172) to Class 1632 Senior Account Clerk (Sch. 36.2 \$552B664, 1201M1444).
2. Reclassify one vacant position in Class 1406 Senior Clerk (Sch. 34.2 \$503B605, 1094M1316) to Class 1752 Senior Microphoto Technician (Sch. 36.3 \$554B668, 1205M1453).
3. Amend Annual Salary Ordinance Section 78/00/01001/001 to reflect these actions.

1533-81

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 13)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
149-81/82	Recreation and Park	Not selected as yet.
150-81/82	Civil Service Commission	Cooperative Personnel Services
151-81/82	Civil Service Commission	Merit Employment Assessment Services, Inc.
152-81/82	Civil Service Commission/ Public Utilities Commission	Richardson, Bellows & Henry, Inc.
153-81/82	Civil Service Commission/ Public Utilities Commission	Management & Personnel Systems, Inc.
154-81/82	Public Utilities Com- mission	Teleride Corporation
155-81/82	Public Utilities Com- mission	Yellow Cab Cooperative Luxor Cab Company
156-81/82	Public Works	William S. Kaplan
157-81/82	Public Works	Dr. David Jenkins
158-81/82	Public Works	Rock & Waterscape Systems, Inc.
159-81/82	Public Works	Econolite Corporation
160-81/82	Public Health	Edward DelaCruz
161-81/82	Public Health	Arthur Anderson & Company
162-81/82	Public Health	Hanson, Bridgett, Marcus, Milne, Vlabos & Stromberg, Attorneys at Law
163-81/82	Public Health	Jesus A. Campusano
164-81/82	Public Health	Patricia Rodriguez
165-81/82	Public Health	Russell DiBartolo
166-81/82	Public Health	MSC Psychiatric Services Corporation
167-81/82	Commission on the Aging	Self Help for the Elderly

CLASSIFICATION AND PAY: (cont')

1533-81 (CONT')	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	168-81/82	Commission on the Aging	SF Home Health Service
	169-81/82	Commission on the Aging	SF Home Health Service
	170-81/82	Commission on the Aging	Native American Indian Senior Centers
	171-81/82	Commission on the Aging	YMCA
	172-81/82	Commission on the Aging	Bayview Hunters Point Senior Center
	173-81/82	Commission on the Aging	Bernal Heights Neighborhood Center
	174-81/82	Commission on the Aging	Kimochi, Inc.
	175-81/82	Commission on the Aging	Kimochi, Inc.
	176-81/82	Commission on the Aging	Legal Assistance to the Elderly
	177-81/82	Commission on the Aging	Meals on Wheels
	178-81/82	Commission on the Aging	Omica Transportation
	179-81/82	Commission on the Aging	SF Council of Churches
	180-81/82	Commission on the Aging	SF Senior Center
	181-81/82	Commission on the Aging	United Jewish Community Center
	182-81/82	Commission on the Aging	United Jewish Community Center
	183-81/82	Chief Administrative Officer	S.F. Community Recyclers (SFCR)
	184-81/82	S.F. Port Commission	Harding Lawson Associates
	185-81/82	City Planning	Linda Hausrath, Recht Hausrath and Associates
	186-81/82	Controller	Chioino & Myers

Action: 1. Contract Number 149-81/82 severed and placed off calendar.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.

1538-81 Review of request to extend the employment of Ms. Eunice Elton in the Mayor's Office of Employment and Training. (Calendar Item No. 14)

Action: Adopt staff report.

1551-81 Request from the Public Utilities Commission for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated with the "Z" symbol. (Calendar Item No. 14B)

Action: Approve.

IN-SERVICE ACTIVITIES:

- 2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F). (Calendar Item No. 3)
- November 2, 1981: Over to the meeting of November 16, 1981.
- November 16, 1981: Over to the meeting of December 7, 1981.
- Action: Over to the meeting of December 21, 1981.
- 2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 4)
- October 19, 1981: Over to the meeting of November 2, 1981.
- November 2, 1981: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.
2. Approve all other requests.
- November 16, 1981: Over to the meeting of December 7, 1981.
- Action: Approve requests from the Airports Commission provisionally subject to further review at the meeting of January 4, 1982.
- 2784-81 Non Civil Service hiring procedures utilized in an appointment to classification 2950 Social Service Division Supervisor by the Department of Social Services. (Calendar Item No. 7C)
- No action taken.
- 2869-81 Appointment of one Class 1710 Chief Telephone Operator, six Class 1708 Senior Telephone Operators and one Class 1706 Telephone Operator to positions in Class 8238 Police Communications Dispatcher. (Calendar Item No. 7B)
- Action: Off calendar.
- 2876-81 Requests for Designated Bilingual Positions. (Calendar Item No. 5)
- Action: Adopt staff report.
- 2877-81 Compensation problem of Ms. Nadyne Ricks. (Calendar Item No. 6)
- Action: Adopt staff report.
- 2878-81 Resolution of Congratulations to former Civil Service Commissioner Rolland C. Lowe, M.D., upon his election as President of the San Francisco Medical Association. (Calendar Item No. 7)
- Action: Direct the Secretary to send a letter extending the Commission's congratulations.
- 2882-81 Proposed amendment to Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.06 Lay-off - Temporary appointees, Section 32.07 Lay-off - Probationary appointees and Section 32.08 Lay-off - Permanent appointees. (Calendar Item No. 7A)
- Action: Post for adoption at the meeting of December 21, 1981.
- 336-81 Request from the Department of Social Services for exception to the order of lay-off for certain positions requiring bi-lingual skills. (Calendar Item No. 7D)
- Action: Approve.

IN-SERVICE ACTIVITIES: (cont')

2887-81 Request for review of non-Civil Service hiring procedures at the Department of Social Services for the position of Foster Care Coordinator. (Calendar Item No. 7E)

No action taken.

MISCELLANEOUS:

3028-81 Request by the San Francisco Port Commission for Oral Authorization for Class 1822 Administrative Analyst. (Calendar Item No. 15)

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

Action: Deny request.

3029-81 Request from District Attorney's Family Violence Project for Oral Authorization for Criminal Justice Specialist. (Calendar Item No. 16)

Action: Grant request.

3031-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)

Oral Authorization Numbers: 1778-1978

Action: Approve.

3032-81 Request by the Airports Commission for Oral Authorization in Class 1824 Principal Administrative Analyst. (Calendar Item No. 17)

Action: Grant request.

3033-81 Reconsideration of Civil Service Commission action of August 17, 1981: (Commissioners Lee, Haile and Powell):
From the General Manager, Personnel: Proposed reorganization of Civil Service Commission Staff. (Calendar Item No. 18)

August 17, 1981: Approve.

Action: Sustain action of August 17, 1981.

RECRUITMENT AND EXAMINATION:

40014-81 Q-2 Police Officer - Special Report - (Randolph L. Taylor) (Calendar Item No. 8)

March 2, 1981: Sustain rejection of Randolph L. Taylor. (Vote of 3 to 1: Commissioner Lee dissenting-Commissioner Salomon excused)

November 16, 1981: Over to the meeting of December 7, 1981.

Action: Grant appeal of Randolph L. Taylor. Find qualified in this examination for Class Q-2 Police Officer. (Vote of 3 to 1: Commissioner Powell dissents)

RECRUITMENT AND EXAMINATION: (cont')

40265-81 Appeals of staff's denial of protests for Class 1654 Principal Accountant and Class 1656 Head Accountant written examination. (Calendar Item No. 10A)

- September 21, 1981:
1. Examination for Class 1654 Principal Accountant: Deny staff report. Cancel this written examination and readminister new examination.
 2. Examination for Class 1656 Head Accountant: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Off calendar.

Action: Grant appeals. Cancel written examination for Class 1656 Head Accountant.

40324-81 Q-2 Police Officer - Special Report - (James McBride) (Calendar Item No. 9)

Action: Sustain decision of the Police Department.

40330-81 Q-2 Police Officer - Special Report - (Nicholas C. Cannon)
(Calendar Item No. 10)

Action: Sustain decision of the Police Department.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings.
2. Correspondence received.
3. Listing of Appointments by Race, Ethnicity/Sex for the period October 1 through October 31, 1981.
4. Transition of temporary employees.
5. Litigation.
6. Status of Classification Survey.
7. Senior Management Service.
8. Report regarding appointments re classifications related to Muni maintenance.
9. Follow-up on Commissioners' requests.
10. Report on status of examination program.
11. Proposed language on citizenship for examination announcements and application forms.
12. Other matters which should be brought to the Commissioners' attention.

Action: The General Manager, Personnel reported on item 11 and received the Commission's approval to incorporate the proposed language on examination announcements and application forms.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 7, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Hector Agustin, Q-2 Police Officer, 140/E-93, San Francisco Police Department, Company E, 10/21/81. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Jesus Barragan, 1242 Personnel Analyst, LT, Public Utilities Commission, Bureau of Administration, 3/26/81. (Calendar Item No. 34) (6)

May 18, 1981: Over to the meeting of June 1, 1981.

June 1, 1981: Off calendar.

Action: Over to the meeting of December 21, 1981.

Carl D. Beatty, Q-2 Police Officer, 91/E-93, San Francisco Police Department, Support Services Bureau, 10/19/81. (Calendar Item No. 30) (6)

Action: Over to the meeting of December 21, 1981.

Roland M. Blanchard, Q-2 Police Officer, 239/E-93, San Francisco Police Department, Support Services Bureau, 10/30/81. (Calendar Item No. 22) (4)

November 16, 1981: Over to the meeting of December 7, 1981.

Action: Over to the meeting of December 21, 1981.

Christopher Corsi, 2604 Food Service Worker, 2/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/22/81. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 41) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Return to a non-Civil Service appointment in Class 7410, Public Utilities Commission, up to maximum allowable duration.

Action: Over to the meeting of December 21, 1981.
Special order of business at 5:00 P.M.

David Forks, Sr., 2736 Porter, 4/E-23, Department of Public Health, San Francisco General Hospital Medical Center, 11/3/81. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Leonard Gage, 9163 Transit Operator, 1444/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/30/81. (Calendar Item No. 39) (7)

Action: Over to the meeting of December 21, 1981.

Jack Henderson, 9163 Transit Operator, 101/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/23/81. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Ruth James, 2320 Registered Nurse, 1/78, Department of Public Health, San Francisco General Hospital Medical Center, 4/28/81.
(Calendar Item No. 38) (7)

August 3, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Over to the meeting of December 7, 1981.

Action: Over to the meeting of January 4, 1982.

Eddie V. Macaraeg, 2604 Food Service Worker, LT, Department of Public Health, San Francisco General Hospital Medical Center, 11/4/81.
(Calendar Item No. 26) (2)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Christopher Martinez, Q-2 Police Officer, 50/E-93, San Francisco Police Department, Support Services Bureau, 10/28/81. (Calendar Item No. 29) (6)

Action: Over to the meeting of December 21, 1981.

Ingrid Miller, 9163 Transit Operator, 229/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/20/81. (Calendar Item No. 40) (7)

Action: Over to the meeting of January 18, 1982.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 19) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

Action: Over to the meeting of December 21, 1981.

Elpidio Paguirigan, 9163 Transit Operator, 137/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/14/81.
(Calendar Item No. 24) (4)

Action: Off calendar.

William E. Posada, Q-2 Police Officer, 107/E-93, San Francisco Police Department, Northern Station, 10/30/81. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 20) (1)

July 6, 1981: Approve.
August 17, 1981: Over to the meeting of September 14, 1981.
September 14, 1981: Over to the meeting of October 5, 1981.
October 5, 1981: Over to the meeting of October 19, 1981.
October 19, 1981: Over to the meeting of November 16, 1981.
November 16, 1981: Over to the meeting of December 7, 1981.
Action: Over to the meeting of December 21, 1981.

Milton Quevedo, 4320 Cashier, LT, Public Utilities Commission, San Francisco Water Department, 10/22/81. (Calendar Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Michael J. Saipa'ia, Q-2 Police Officer, 69/E-93, San Francisco Police Department, Communications Division, 11/18/81. (Calendar Item No. 23) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Robert R. Schmidt, B152 Courtroom Clerk, 1/P-11, County Clerk, Superior Court, 11/17/81. (Calendar Item No. 21) (5)

Action: Approve. Reinstate to a position in the class from which promoted.

Sylvia Stewart, 3320 Animal Keeper, 16/E-8, Recreation and Parks Department, Zoo, 10/21/81. (Calendar Item No. 27) (2)

Action: Over to the meeting of December 21, 1981.

James L. Walker, 9163 Transit Operator, 516/E-111, Public Utilities Commission, San Francisco Municipal Railway, 10/14/81.
(Calendar Item No. 37) (6)

Action: Over to the meeting of December 21, 1981.

Donald Williford, 9163 Transit Operator, 426/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/9/81.
(Calendar Item No. 25) (4)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 21, 1981

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo (Item Missed: 39)
Commissioner Haile (Items Missed: Consent Calendar, Minutes,
All of Part I, Part II, Roll Call & 16)
Commissioner Powell
Commissioner Salomon (Items Missed: Consent Calendar, Minutes,
3, 4, 5, 6, 7, 8 & 11)

Commissioner Lee presided

MINUTES: Regular Meeting of December 7, 1981

Action: Approve.

CLASSIFICATION AND PAY:

1436-81 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" symbol. (Calendar Item No. 7)

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated for the period indicated in the staff report.

1555-81 Classification survey of positions in various City Departments. (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>ACTION</u>
City Planning	1	5280A Planner III, Administrative Sch. 47.4 \$934-1131	Same - Assists the Deputy Director of Planning in developing & monitoring the Management by objectives program; develops planning policies; coordinates budget, contract & grant development; supervises & coordinates work of Administrative & Support Services Personnel.
Public Health, SFGHMC Dept. 86	1	1860 Computer Operator Support Supv. Sch. 47.4 \$934-1131	Same - Directs control, data entry & computer personnel at the central computer center of the DPH. Schedules & coordinates work flow & staffing assignments. Supervises subordinate personnel including 1-1858 Control Supervisor.

CLASSIFICATION AND PAY: (cont')

1555-81 (CONT')	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>ACTION</u>
	Public Works Dept. 90	1	5208 Civil Engineer Sch. 53.1 \$1226-1484	Same - Performs difficult and responsible professional engineering work in the interpretation & enforcement of industrial waste pretreatment standards. Supervises subordinate technical personnel.
		3	5206 Assoc. Civil Engr. Sch. 50.1 \$1062-1285	Same - Performs a variety of engineering duties connected with the industrial waste pretreatment program. Conducts inspections & recommends enforcement actions. Analyzes designs of proposed treatment facilities.
		1	5364 Civil Engineering Associate I Sch. 43.1 \$762B920	Same - Performs difficult technical engineering support work in the preparation of plans, charts and graphs for the industrial waste pretreatment program.
	Clean Water Program Dept. 92	1	5208 Civil Engineer Sch. 53.1 \$1226B1484	Same - Acts as resident construction manager for a major project. Coordinates construction, reviews plans, specifications; confers with contractors, supervises subordinates.
		1	1654 Principal Accountant Sch. 46.2 \$882B1067	Same - Perform complex accounting work for the Clean Water Program; supervises a staff of accounting personnel.
	S.F. Community College District Dept. 14	1	1487 Financial Aids Asst. Sch. 36.5 \$560B674	Same - Reviews applications from students for financial aid. Performs need analysis advises students on their rights & responsibilities; maintains records & reports.
		1	1630 Account Clerk Sch. 33.2 \$480-578	1632 Senior Account Clerk (Sch. 36.2 \$552B664). Supervises 4 subordinate personnel engaged in book-keeping & financial record keeping for the Chinatown Center of the district; personally performs the more difficult tasks. Requested reclassification considered appropriate.

CLASSIFICATION AND PAY: (cont')

1556-81

Request from the Department of Public Works to utilize Class 9744 Staff Assistant VI, Special Project for one position in the Clean Water Program. (Calendar Item No. 8)

- Action:
1. Deny staff report. Disapprove request.
 2. Contract with the firm of Delew, Greeley and Hyman was called up and referred to the Committee on Charter and Rules Revision.

1557-81

Requests from the Juvenile Court for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" symbol. (Calendar Item No. 9)

- Action:
- Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated in the staff report for the period requested.

1558-81

Requests for appointment above the entrance rate for various employees. (Calendar Item No. 10)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>ACTION</u>
David Ancheta 1404 Clerk	Public Utilities Commission	Adopt staff report. Approve request at Step 2.
Lawrence Doyle 1658 Chief Accountant	Public Health	Adopt staff report. Deny request.
Leslie Winn 1658 Chief Accountant	Public Health	Adopt staff report. Deny request.
Ralph Chin 1842 Management Assistant	Controller	Adopt staff report. Approve request at Step 5.
Angela Gittens 2145 Hospital Assoc. Administrator	Public Health	Over to the meeting of January 4, 1982.
Dorothy Berg 1446 Senior Clerk Stenographer	Public Health	Adopt staff report. Approve request at Step 4.
Geraldine Cotton 1844 Senior Managerment Assistant	Public Health	Adopt staff report. Deny request.
William Keaney 5133 Associate Manager Water Pollution Control	Public Works	Adopt staff report. Approve request at Step 5.
John Busher 5173 Assistant Superin- tendent, Street Cleaning	Public Works	Adopt staff report. Deny request.
Patricia Lee 8178 Senior Attorney	Public Defender	Deny staff report. Approve request at Step 3.

CLASSIFICATION AND PAY: (cont')

1559-81 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 11)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
187-81/82	Public Health	Family Service Agency of SF
188-81/82	Public Health	International Institute
189-81/82	Public Health	Catholic Social Service
190-81/82	Public Health	Haight-Ashbury Free Medical Clinic
191-81/82	Public Health	Central City Hospitality House
192-81/82	Public Health	Self Help for the Elderly
193-81/82	Public Health	Chinatown Youth Center
194-81/82	Public Works	Twining Laboratories, Inc.
195-81/82	Public Works	Woodward-Clyde Consultants
196-81/82	Public Works	Eckbo-Kay
197-81/82	Public Works	Omi Lang Associates Inc.
198-81/82	Art Commission	Kathleen J. Cinnater
199-81/82	Commission on the Aging	Salvation Army
200-81/82	Mayor's Criminal Justice Council	Applied Systems Technology, Inc.
201-81/82	Mayor's Office	Coopers & Lybrand
202-81/82	Sheriff	New College of California
203-81/82	Public Utilities Commission	Remco Engineering, Inc.
204-81/82	Controller	DASD Corporation

Action: 1. Contracts Numbers 188-81/82 and 189-81/82 severed and placed off calendar.

2. Approve all others. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2134-81 Complaint alleging discrimination based on race, age and national origin.
(Civil Service Commission Rule 1.03F) (Calendar Item No. 3)

November 2, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

IN-SERVICE ACTIVITIES: (cont')

2882-81 Proposed amendment to Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.06 Lay-off - Temporary appointees, Section 32.07 Lay-off - Probationary appointees and Section 32.08 Lay-off - Permanent appointees. (Calendar Item No. 4)

December 7, 1981: Post for adoption at the meeting of December 21, 1981.

Action: Adopt.

2914-81 Proposed amendment to Civil Service Commission Rule 21 - Annual Vacation - Temporary Employees. (Calendar Item No. 5)

Action: Post for deletion at the meeting of January 4, 1981.

MISCELLANEOUS:

3036-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 1979-2146

Action: Approve.

RECRUITMENT AND EXAMINATION:

40359-81 Request for Supplemental Appropriation to administer H-2 Firefighter Examination. (Calendar Item No. 6)

Action: Approve. Forward to the Office of the Mayor.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meeting with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Transition of temporary employees.
4. Litigation.
5. Status of Classification Survey.
6. Senior Management Service.
7. Follow-up on Commissioners' requests.
8. Other matters which should be brought to the Commissioners' attention.

Action: Over to the meeting of January 4, 1982.

COMMISSIONERS' NEW BUSINESS:

No Business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 21, 1981

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Winifred Arce, 2302 Orderly, 26/E-309, Department of Public Health, Laguna Honda Hospital, 11/3/81. (Calendar Item No. 30) (4)

Action: Over to the meeting of January 4, 1982.

Vivian Bailey, 9163 Transit Operator, 1280/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/81. (Calendar Item No. 33) (7)

Action: Off calendar. To be recalendared in six (6) months.

Jesus Barragan, 1242 Personnel Analyst, LT, Public Utilities Commission, Bureau of Administration, 3/26/81. (Calendar Item No. 41) (6)

May 18, 1981: Over to the meeting of June 1, 1981.

June 1, 1981: Off calendar.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

Carl D. Beatty, Q-2 Police Officer, 91/E-93, San Francisco Police Department, Support Services Bureau, 10/19/81. (Calendar Item No. 17) (6)

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Roland M. Blanchard, Q-2 Police Officer, 239/E-93, San Francisco Police Department, Support Services Bureau, 10/30/81. (Calendar Item No. 28) (4)

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Future employment in Class Q-2 Police Officer subject to the approval of the General Manager, Personnel following a minimum period of satisfactory employment as a peace officer in another jurisdiction.

Morton Booker, 9163 Transit Operator, 300/E-111, Public Utilities Commission, San Francisco Municipal Railway, 11/10/81. (Calendar Item No. 34) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Vernon Brown, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 11/16/81. (Calendar Item No. 26) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Raymond Burden, 9163 Transit Operator, 207/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/16/81. (Calendar Item No. 35) (7)

Action: Over to the meeting of January 4, 1982.

Ronald W. Campbell, 9163 Transit Operator, 73/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/30/81. (Calendar Item No. 12) (6)

November 16, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 18, 1982.

Mavis S. Dean, 2312 Licensed Vocational Nurse, 9/E-605, Department of Public Health, San Francisco General Hospital Medical Center, 8/25/81. (Calendar Item No. 22) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980):
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 39) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Return to a non-Civil Service appointment in Class 7410, Public Utilities Commission up to maximum allowable duration.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Off calendar pending medical evaluation by a Commission designated physician.

Candice Fukunaga, Q-2 Police Officer, 269.5/E-93, San Francisco Police Department, Police Academy, 8/26/81. (Calendar Item No. 15) (6)

September 21, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Remand to the Chief of Police for reconsideration.

November 16, 1981: Over to the meeting of December 21, 1981.

Action: Approve. (Vote of 4 to 1: Commissioner Salomon dissents)

Leonard Gage, 9163 Transit Operator, 1444/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/30/81. (Calendar Item No. 32) (7)

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

John F. Henson, 9163 Transit Operator, 65/E-113, Public Utilities Commission, San Francisco Municipal Railway, 4/18/81. (Calendar Item No. 37) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Richard A. Isaac, 1802 Research Assistant, 5/E-4, Department of Public Health, Community Substance Abuse Services, 11/25/81. (Calendar Item No. 29) (4)

Action: Over to the meeting of January 18, 1982.

Donald E. Keeler, 5310 Surveyor's Field Assistant, 19/E-6, Public Utilities Commission, Hetch Hetchy Water and Power, 10/2/81. (Calendar Item No. 27) (4)

October 19, 1981: Over to the meeting of November 2, 1981:

November 2, 1981: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Action: Sustain action of November 2, 1981. (Vote of 4 to 1: Commissioner Salomon dissents).

Philip A. Lynch, Q-2 Police Officer, 221/E-92, San Francisco Police Department, Mission Station, 11/9/81. (Calendar Item No. 19) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Christopher Martinez, Q-2 Police Officer, 50/E-93, San Francisco Police Department, Support Services Bureau, 10/28/81. (Calendar Item No. 18) (6)

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Elaine C. Moore, 1424 Clerk Typist, 397/E-181, San Francisco Police Department, SSB-Warrants, 12/1/81. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):

Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 23) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982. The Commission indicated that this would be the final continuance.

Joseph Nava, 9163 Transit Operator, 475/E-113, Public Utilities Commission, San Francisco Municipal Railway, 11/3/81. (Calendar Item No. 38) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts
Program, 6/24/81. (Calendar Item No. 24) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982. The Commission indicated
that this would be the final continuance.

Luis Ramos, 2736 Porter, LT, Department of Public Health, San Francisco
General Hospital Medical Center, 11/25/81. (Calendar Item No. 25) (1)

Action: Disapprove. Reinstate to position. (Vote of 4 to 1:
Commissioner Salomon dissents).

Dwight Shoals, 9163 Transit Operator, 74/E-100, Public Utilities Commission,
San Francisco Municipal Railway, 10/28/81. (Calendar Item No. 31) (7)

November 16, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

Sylvia Stewart, 3320 Animal Keeper, 16/E-8, Recreation and Park Department,
Zoo, 10/21/81. (Calendar Item No. 36) (2)

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

Reconsideration of Civil Service Commission action of November 3, 1981:
(Commissioners del Portillo, Lee and Powell):
James A. Tacchi, Q-2 Police Officer, 257/E-93, San Francisco Police Department
Police Academy, 9/21/81. (Calendar Item No. 16) (6)

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Approve request to return name to list.

Action: 1. Rescind action of November 2, 1981.
2. Approve. Future employment in Class Q-2 Police
Officer subject to completion of one year of
satisfactory work experience.

James L. Walker, 9163 Transit Operator, 516/E-111, Public Utilities Com-
mission, San Francisco Municipal Railway, 10/14/81. (Calendar Item 13) (6)

December 7, 1981: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 4, 1982.

Terence G. White, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic, 11/30/81. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Carlota Texidor del Portillo
Allen Haile
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

DECEMBER 23, 1981

4:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Haile
Commissioner Salomon

Excused: Commissioner Powell
Commissioner Lee Presided.

DOCUMENTS DEPT.

DEC 13 1982

FILED

IN-SERVICE ACTIVITIES:

2923-81 Presentation by Department of Social Services Management. (Calendar Item No. 1)

No action taken.

2924-81 Report by the General Manager, Personnel. (Calendar Item No. 2)

Action: Adopt staff report. Approve "near list" concept as outlined by the General Manager, Personnel. Delegate to the General Manager, Personnel the ability to add and delete "near list" classes as in his judgment is required. The General Manager, Personnel to report periodically to the Commission the status of placement of laid off employees.

2925-81 Request from Social Services Union Local 535 on behalf of Ana Sanchez. (Calendar Item No. 3)

Action: Grant request. Grant retroactive certification date to August 31, 1981.

2926-81 Reconsideration of Civil Service Commission action of December 7, 1981: Request from the Department of Social Services for exception to the order of lay-off for certain positions requiring bi-lingual skills (Commissioners Haile, Powell and Salomon) (Calendar Item No. 4)

December 7, 1981: Approve.

Action: Sustain action of December 7, 1981.

IN-SERVICE ACTIVITIES: (cont')

2927-81 Requests from Social Services Union Local 535. (Calendar Item No. 5)

Action: Adopt staff report as presented by the General Manager,
Personnel.

2928-81 Requests to deem entrance appointments promotive for lay-off purposes:
(Calendar Item No. 6)

A. Albert Boswell, Class 2948 Senior Social Service Supervisor.

B. John Chrisman, et al., Class 2912 Senior Social Worker.

C. Sidney Modell, et al., Class 2944 Child Welfare Supervisor.

D. Mark E. Schwier, Class 2914 Social Work Supervisor.

Action: Adopt staff report as presented by the General Manager,
Personnel. Refer individual requests to the General
Manager, Personnel.

2929-81 Request from Madeline Adrian for appointment from Class 2950 Social
Service Division Supervisor to Class 2944 Child Welfare Supervisor.
(Calendar Item No. 7)

Action: Refer to the General Manager, Personnel.

2930-81 Request for oral authorization from the Department of Social Services
for "Foster Care Coordinator." (Calendar Item No. 8)

Action: Off calendar.

